

OFFICE MANAGER – Lord of Life Lutheran Church

POSITION OBJECTIVE

Lord of Life seeks a detail-oriented person with gifts for document/content creation and smooth operation of the facility to join our vibrant and collaborative team.

The Office Manager is the “face of the place” during the week, connecting people to staff, ministries, and opportunities in our expanding community.



DUTIES & RESPONSIBILITIES

- o Oversee daily office operations
- o Collaboration in creation of worship documents and monthly newsletters
- o Create, edit, and curate weekly email - newsletter, blog and prayer chain
- o Manage multiple reports
- o Update website content
- o Coordinate building calendar and space usage
- o Point person for building access
- o Maintain and provide routine reporting from web based database
- o Order supplies
- o Other duties as assigned

SKILLS AND TECHNOLOGIES

- o Desktop publishing including Microsoft and/or Adobe
- o Microsoft Office (Word and Excel)
- o Google Drive
- o Web based database management and document creation

SHARE IN

- o Creation of graphics, signage, bulletin boards
- o Creation of other documents as needed (ballots, certificates, devotionals, mailing labels)
- o Social media posting
- o Photographing church events such as Vacation Bible School, serving, etc.
- o Short and long-term planning, including event/seasonal recaps
- o Maintaining style guide and best practices for documents
- o Documenting programs for year-in-review

COMPENSATION \$32,000 per year salaried

HOURS Hybrid position with some required office hours, totaling 25-30 hours a week
Paid time-off. No benefits.

Interested? Please contact Molly Keith at vice-president@lol-lutheran.com

updated Spring 2026