

Office Manager Position

Christ Lutheran Church
1306 Wilcox Street
Menomonie, WI 54751

Application Procedures:

Please email resume and cover letter to: christlutheranhumanresources@gmail.com

Salary: \$12-15/hour;

Weekly Hours: 32 hours

Posting Description:

We are looking for an office manager to organize and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety. Office manager duties and responsibilities include office management, scheduling meetings and appointments, data management, website/social media support, greeting visitors and providing general administrative support to our employees. Two years previous experience in administrative/office environment. A successful candidate should have experience with a variety of office software (email tools, Microsoft Office Suite - databases or spreadsheets) and be able to accurately handle administrative duties. Ultimately, the Office manager should be able to ensure the smooth running of the church office.

Responsibilities

Office Management

- Manages church office procedures
- Assigns church keys
- Develops procedures, in coordination of Pastor and other staff, which will benefit programmatic concerns of the church office and Christ Lutheran Church

Scheduling

- Maintains church calendar
- Schedules room use for church and non-church groups
- Schedule meetings, both web conferencing and in-person, as needed to support church operations

Data Management

- Organizes, maintains, and reports, as necessary, church files, records, contributions, and other data
- Files reports as required to the ELCA
- Maintains confidentiality of church business, particularly pertaining to personal matters that come to the attention of church office and pastor
- Maintains records for CLC - Halvorson Cemetery in conjunction with the cemetery sexton for sale of lots and recording burials
- Maintains records of member giving, donations, etc.

General

- Operates and provides basic maintenance of office equipment
- Produces Sunday and special service bulletins, monthly newsletter, mailings and other publications and letters required by staff, Church Council, and committees
- Maintains minutes for Church Council and committees, as well as congregation organizations
- Maintains petty cash and office checking account

Website/Social Media

- Posts service bulletins and monthly newsletters on church website and other social media
- Provides social media support to staff, Church Council, and committees
- Maintains online giving website, updates monthly focus

Skills and Requirements

- Broad knowledge of office operations
- Demonstrate proficiency in Microsoft Office Suite
- Proficiency in maintaining databases are a plus
- Ability to create, document, and management projects from conception to solution
- Ability to demonstrate excellent verbal and written communication
- Ability to lift 25 pounds