

Christ Lutheran Church

Position/Job Title: Part-Time Office Manager

Position/Job Type: Clerical

General Position/Job Description: Duties include greeting members, data entry, creation of weekly bulletins also funeral bulletins when needed, monitoring and updating the office calendar, printing of materials, answering the phone and any questions, reading emails, monitoring the office supplies and ordering as needed, updating membership records, in-putting Vanco weekly contributions. Getting helpers for mailings and other functions. Other duties as needed.

Primary Duties and Responsibilities:

- Extremely organized and focused on the details
- Able to maintain the utmost level of confidentiality
- Front desk coverage: greeting people coming in and out of the building.
- Patient, level-headed and cool under pressure.
- Answering incoming phone calls and transferring people to the appropriate party.
- Fluent with computers: Microsoft Excel®, Word®, Outlook® and Windows®.
- Ability to work within different databases: learn new systems and enter data into those systems with accuracy and attention to detail.
- Proficient in the use of office equipment: computers, printers, folding machine, postage meter.
- Maintain list of people that have access to the building. Having all people with FOBS/Keys fill out a form.
- Assist with questions regarding miscellaneous building activities (i.e. schedules, conference room, café, gym, classrooms, etc.)
- Friendly, tactful, and professional in your communications on the phone, in person, and in e-mail, and capable of skillfully handling difficult conversations and situations.
- A multi-tasker that likes to stay on your toes as well as prioritize your workload.
- Demonstrated ability to work without close supervision and handle periodic projects independently, while maintaining focus and sense of urgency in an environment with frequent interruptions.
- Someone who enjoys change and trying new things.
- Willing to receive guidance and instruction from internal and external resources and to help others.

Qualifications:

- High school diploma or equivalent.
- Microsoft Excel®, Word®, Outlook® and Windows, Website updating and design, Publisher, Navigating new computer programs, and Facebook efficiency.
- Ability to effectively communicate with others (verbally and in writing).
- Ability to enter data.
- Proofreading/Editing