

Job Overview

Christ Lutheran Church is a small, welcoming congregation in Federal Way. We are seeking a highly organized and proactive Office Manager to manage our congregation's office in a part-time capacity. The ideal candidate will have a background in office management and be skilled in various administrative tasks, particularly the creation of documents, newsletters, and worship materials. This role requires excellent communication skills, attention to detail, and the ability to manage multiple priorities. The Office Manager will be able to set their 16 hour per week permanent schedule in consultation with the supervising Pastor. Salary range is based on experience: \$21-24 per hour.

For more about us, please see our website: clcfederalway.org.

Responsibilities

- Manage daily office operations, including answering phone calls, responding to email inquiries, and maintaining a welcoming presence to visitors.
- Prepare and print weekly worship service bulletins, with direction from the Pastor, following prepared liturgies and online resources.
- Creating and sending weekly and monthly online newsletters in MailChimp. Mail physical newsletters or congregational announcements as needed.
- Ordering church supplies for worship, custodial services, and fellowship hour.
- Coordinate all facility use, in partnership with Pastor and Church Council: respond to inquiries, complete contracts, receive payments, distribute keys, and follow up with outside groups as needed.
- Maintain organized filing systems for both physical and digital documents, ensuring easy access to information. Responsible for collecting, distributing, and maintaining all church council minutes and correspondence.
- Manage church calendars, membership lists, directory, and other documentation for the Evangelical Lutheran Church in America or the State of Washington.
- Maintain and update church website, currently hosted on Wix, and church social media.
- Compile and print Annual Reports, Stewardship Materials, and other mailings as directed by supervising Pastor or Church Council.
- Maintain confidentiality in all situations.
- Other duties as assigned by Pastor, Church Council, Music Director, or other staff.

Qualifications

- Proven experience as an Office Manager or in a similar administrative role.
- Exceptional organizational skills with the ability to manage multiple tasks simultaneously.
- Strong verbal and written communication skills, excellent hospitality skills.
- Attention to detail and problem-solving abilities are essential.
- Ability to work independently as well as part of a team.
- Experience navigating websites, using Google Drive, creating documents for print or digital distribution.
- Familiarity with a church environment would be a plus. Participation in religious activities is not part of the job requirements.

We offer the opportunity to set your own office hours, supportive coworkers and congregation members, on-the-job training on the specific functions of the role, and all the tools needed to complete the work successfully. This is an at-will position, renewed annually, under the direct supervision of the Pastor.

As a Reconciling in Christ congregation, we explicitly welcome and affirm LGBTQ+ individuals - we welcome people of every race, culture, age, gender identity, gender expression, sexual orientation, all abilities, and economic status to join our community.

To apply, please email your resume to pastor@clcfederalway.org and include a brief description of your experience and interest in the role. Flexible start date, we are hoping to have someone in place after the holidays but can accommodate the chosen candidate's schedule.