

Job Description
Office Manager
St. Olaf Lutheran Church
Garden Grove, CA

Purpose:

The primary purposes of the job are:

1. Manage the Church calendar and Facility use request.
2. Oversee office/campus operations.
3. Provide office support for administrative elements.

Major responsibilities and tasks:

Maintain the church calendar and scheduling of all events on Campus. Keeping all involved parties including the grounds keeper informed of all changes or updates.

See that office supplies and equipment necessary for campus functions are available.

Print office publications such as bulletins, inserts, newsletters, etc. as needed.

Perform other tasks as assigned by the Pastor or a Council member.

Supervision:

The Pastor, in the absence of a permanent Pastor the executive board, will evaluate the performance of the person in this position.

General Information:

This is a part-time position with no eligible benefits for approximately 20 hours a week.

These hours could be 4 hours a day preferably 9 to 1 five days a week or 5 hours a day 9 to 2 four days a week. Additional hours may be required at different times of the year.

A copy of the St. Olaf Lutheran Church employee handbook will be given to you and all rules will apply.

Job Requirements:

A Christian behavior in all interaction and areas of job responsibility including courtesy, respect and patience.

Complete confidentiality regarding all church related records, documents, behaviors, conversations, and activities.

Skill in use of Microsoft Office program.

Scheduling activities involving the church campus.

Ability to work without close supervision.

Ability to be self-motivated and to organize and prioritize.

Ability to exercise appropriate judgement.

Ability to work well with others, including LSS staff and the Childcare Center Staff.

Ability to communicate well including written, verbal and listening skills.

Ability to sit and work at a desk and computer for extended periods of time.