

Part-time Office Manager Needed

King of Kings Lutheran Church in Port Richey, FL, is in need of a part-time office manager now. The Office Manager may work up to 20 hours per week on a flexible schedule. The Office Manager is responsible for the following:

1. Interacting with Church members, with utmost discretion, in coordination with the Pastor
2. Updating Church Membership lists
3. Assisting in the coordination for building maintenance with Church Council and maintenance staff
4. Preparing the weekly church insert, and maintain birthday and anniversary list in the King of Kings, Pastor, and Larry "Drop Box".
5. Coordinating Ushers and Readers for the Sunday Service
6. Answer the phone and respond to calls or letters
7. Order custodial, memorial garden plaques and worship supplies
8. Maintaining the offering and new envelopes for members
9. Emailing completed PDFs of the bulletin and insert to congregational email list each week
10. Volunteer Coordination
11. Requires computer skills in Outlook, Excel, Word and PowerPoint. "Shepherd's Staff" knowledge is also needed.

Please respond by email to: **king2s@live.com**