
Job Title: Part-time Church Office Manager

Location: Lutheran Church of Our Savior, Tampa, FL

Reports To: Pastor and Church Council

Position Summary:

The Church Office Manager provides essential administrative support for the smooth and professional operation of our church office. This **part-time** position (approximately 20 hours per week) requires a highly organized and dependable individual with strong communication skills and **a minimum of five years' experience** in a similar administrative or clerical role.

Key Responsibilities:

- Manage incoming telephone calls and church email communication with professionalism and care
 - Prepare and format weekly bulletins, newsletters, and other materials using MS Word and PowerPoint
 - Maintain and update Excel spreadsheets (e.g., attendance records, donation logs, volunteer lists)
 - Organize and maintain both physical and digital filing systems (including OneDrive and local directories)
 - Schedule use of church facilities and maintain the master calendar
 - Provide general administrative support to the pastor, church council, and ministry teams
 - Assist with production of reports for meetings and events
 - Maintain confidentiality and ensure a welcoming and organized church office environment
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Required Qualifications:

- At least **five (5) years of administrative or secretarial experience**, preferably in a nonprofit, church, or similar setting
 - Proficiency in **Microsoft Office Suite**: Word, Excel, PowerPoint, and Outlook
 - Strong skills in **email and phone communication**
 - Excellent **organization, time-management**, and attention to detail
 - Familiarity with computer-based file management and cloud storage (e.g., OneDrive)
 - Comfort with basic office equipment: printer, copier, scanner, etc.
 - High school diploma or equivalent required; college coursework or degree in a related field preferred
 - Understanding of or willingness to learn church operations and culture
 - Bilingual Spanish/English capacities preferred
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Schedule & Compensation:

- **Part-time:** Approximately **20 hours per week**, typically weekday mornings (flexible depending on needs)
 - **Compensation:** Commensurate with experience
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How to Apply:

Please send a resume and brief cover letter to **pastor@lcostampa.org**. Applications will be reviewed on a rolling basis.