
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

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

Schedule & Compensation:

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

How to Apply:

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