

Office Manager
Summary Job Description- 2010

The position of Office Manager at Zion Lutheran Church is a full time position, 36 hours per week, Monday through Friday noon. Salary will be determined by experience and skill sets.

This position requires experience in managing people, both staff and volunteers, in a busy office environment, to work as a ministry team using office equipment to ensure timely completion of strictly scheduled tasks such as monthly newsletter preparation, weekly bulletin preparation, and other special publications. Budget preparation and management is required. Key attributes are good organizational skills, attention to detail and schedule, a positive, cheerful attitude, and respectful manner.

Experience with Microsoft Word, Excel and Publisher is required. Experience with Pastor's Helpmate is desirable. A significant amount of detailed work is a critical part of this job.

It is mandatory that the Office Manager maintains confidentiality with all visitors and members of the congregation. A commitment to the Gospel of Jesus Christ is also mandatory. This position reports to the Senior Pastor of Zion Lutheran and may include additional tasks as required by the programs of the church.

Contact: Zion Lutheran Church
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