



Office Manager

Waconia, Minnesota in-person

Job Type

Full-time/Exempt

Salary

Commensurate with experience

Benefits

Medical, Pension, PTO

Effective Date

March 1, 2025

About Faith Lutheran Church

Faith Lutheran Church is a congregation of the Evangelical Lutheran Church in America (ELCA) located in Waconia, Minnesota. With a vision to be a dynamic worshiping community where all are growing in their relationship with Jesus Christ, one another, and those beyond our walls, Faith Lutheran seeks to be a community where all feel welcome and find a place to belong.

About the position

A central touchpoint supporting Faith Lutheran's ministries and activities, the Office Manager is responsible for the effective operation of the church office, including facilities and grounds, vendor relationships, communications, and administrative oversight of finance. The Office Manager has supervisory responsibility of the office and custodial staff and reports to the Senior Pastor.

Ministry Committee Support

Information Technology and Communications
Property & Maintenance

Responsibilities

- Oversee operations and administrative functions of the church
- Regularly update Pastors and Church Council on finance and operations
- Lead and manage office and custodial staff
- Greet visitors to the church and answer the phone as needed
- Manage and schedule maintenance and use of facilities and grounds
- Coordinate all vendor relationships

- Maintain inventory of office and cleaning supplies, reordering as needed
- Manage congregational database and technology-based subscriptions
- Assist Church staff and volunteers with printing, mailing, and distribution of items on an as-needed basis.
- Prepare and send required reporting to Synod
- Provide administrative support for Pastors

Knowledge, Skills, and Abilities

- Understanding of church organizations systems and practices
- Strong leadership and organizational skills with experience in managing teams and complex projects
- Excellent communications skills in English, both written and verbal. Demonstrated ability to communicate effectively and efficiently, both orally and in writing to congregational members, staff and general public
- Ability to multi-task and work well in a fast-paced environment
- Positive, approachable attitude
- Effective problem solving and analytical skills
- Ability to establish and achieve priorities in daily responsibilities
- Knowledge of database and Microsoft suite tools

Qualifications

- Alignment with the ministry and vision of Faith Lutheran Church (ELCA)
- Bachelor's Degree or four years' experience in a similar position
- Proven team leadership and supervisory abilities

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

- Sit for extended periods of time.
- To possess hand and arm (or equivalent) dexterity adequate to allow for use of keyboard and phones.
- To talk and hear with enough proficiency to allow for communicating with congregational members, staff, Council and community members by phone or in person.

Non-Discrimination Policy

Faith Evangelical Lutheran Church will not discriminate against or harass any employee or applicant for employment because of race, color, creed, national origin, sex, disability, age, marital status, sexual orientation, gender identity or status with regard to public assistance.