

Full-time Employment Opportunity

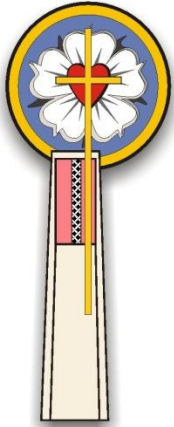
Job Title: Church Office-Campus Manager

St. Luke's Lutheran Church
5150 Wilson Street
La Mesa, California 91942
Tel. (619) 463-6633
Fax. (619) 463-1468

www.st-lukes-la-mesa.org

St. Luke's Lutheran Church in La Mesa, California, seeks to employ an aptly qualified person to serve as its office-campus manager. The office-campus manager is responsible for overseeing nearly all administrative aspects of church operations from answering telephones, to creating documents, producing the monthly newsletter, maintaining internet communications, working with church members and the public, scheduling volunteers, managing a few employees, engaging and overseeing contractors, working with the church's tenant(s), and managing the church's payroll and books. The office-campus manager is responsible to the senior pastor and to the congregational president. Applicants not proficient in Quickbooks and MS Office need not apply. A detailed position description and application form are available on St. Luke's website: <http://www.st-lukes-la-mesa.org/employment.php> A background check prior to employment is required. Submission of an application form is required to be considered for interview.

23 August 2023



St. Luke's Lutheran Church

5150 Wilson Street
La Mesa, California 91942
Tel. (619) 463-6633 Fax. (619) 463-1468

www.st-lukes-la-mesa.org

Position Description Office/Campus Manager

The Office/Campus Manager reports to the Senior Pastor and performs general secretarial, administrative, and managerial duties. This is a regular full-time position.

Duties and Responsibilities:

- Provide friendly and helpful interactions with church members and the public
- Provide administrative support services to pastor(s), staff, and church leaders
- Foster collegial staff relations and interagency relations, particularly with church tenants
- Supervise maintenance supervisor and other staff and employees
- Schedule and supervise office volunteers
- Liaise with committee and team leaders to schedule worship, mission, and service teams
- Prepare for and attend weekly staff meetings
- Answer telephone, email, and other electronic communications as necessary
- Sort and distribute mail and process invoices
- Order supplies, equipment, and services
- Maintain and update calendar of events, protocols, operating procedures, policies, and manuals
- Maintain facility reservation and usage schedule
- Maintain administrative, archival and personnel files for St. Luke's Lutheran Church
- Maintain membership data base using ICON CMO software program
- Produce and distribute worship-related materials for church services
- Produce, edit, and mail the monthly newsletter
- Liaise with church treasurer, church bookkeeper, and church payroll service
- Write and print checks and enter deposits using Quickbooks
- Generate and mail member year-end contribution statements
- Perform other administrative duties as may be required

Knowledge, skills and abilities:

- Ability to communicate effectively in verbal and written forms, with particular attention and proficiency given to collating, proofreading, and editing documents
- Knowledge of the principles and practice of basic accounting
- Skilled in use of computers, copiers, calculators, and facsimile machines
- Advanced knowledge of personal computer software, especially Quickbooks, MS Office, Adobe Photoshop Essentials, and related packages

- Knowledge of and proficiency in data gathering techniques
- Good analytical and problem-solving skills
- Planning, records management, research, and general administration skills

Minimum Education and Experience:

- High school diploma or equivalent – an associate degree is preferred
- Three years secretarial and two years office manager experience, preferably experience in settings where member/customer/client/patient care and confidentiality is paramount
- Active membership in a Christian church desired and a willingness to be supportive of a Lutheran understanding of the Christian faith necessary

Qualified persons are invited to remit a completed application form and a résumé with cover letter (in person, US Mail, fax, or email) to:

Pastor Mark D. Menacher
St. Luke's Lutheran Church
5150 Wilson Street
La Mesa, CA 91942
pastor-sllc@att.net