

**Part-time Office Manager  
American Lutheran Church  
Ashland, NE**

**Summary**

American Lutheran Church is a vibrant, growing faith community in Ashland, Nebraska. We are looking for a qualified individual to join us in ministry, as our office manager.

**Purpose**

To oversee and maintain the daily operations of the church office, in a friendly, efficient, and organized manner.

**Qualifications**

1. Minimum education requirement of high school diploma. Other training and experience preferred, such as: business school training, college credits, or college degree, church office or other work experience.
2. Energy, enthusiasm, and good human relations skills.
3. Good written and oral communication skills.
4. Strong organizational skills and attention to detail.
5. Good computer skills including spreadsheets and word processing (using Mac).

**Responsibilities**

1. Be present in the church office Monday through Friday from 8:00 am - 12:00 pm.
2. Organize the operations of the church office.
3. Perform office administration duties including production of mailings, bulletins, newsletters, and website; filing, answering phone, preparation of annual reports, maintain membership records, routine correspondence, and similar duties as may arise or be assigned.
4. Perform bookkeeping duties including preparation of bills to be paid, communication with the church treasurer, recording income and expenses in financial record keeping software.

**Compensation & Evaluation**

Compensation is negotiable based on qualifications and experience. Upon hiring, the office manager shall have a 60 day review with the pastor as an opportunity for both the office manager and the pastor to formally express their perspectives on the operations of the office. The office manager shall have an annual written evaluation of his/her responsibilities with the pastor.

Those interested in applying may send a resume and cover letter to Pastor Steven Lindley at [onwis25@gmail.com](mailto:onwis25@gmail.com).