

Are you an organized facilities manager with financial experience looking for a Christian leadership position? St. Thomas Lutheran Church (Omaha) has an opening for an Administrative Manager to oversee the operations of the church. This is a full-time, exempt position with health insurance and retirement benefits. The successful candidate will have oversight of support staff and the ability to engage and empower congregation volunteers.

Job Responsibilities and Tasks:

- Oversee church facilities and support staff along with information services;
- Work with Finance team leadership to oversee congregational income, payroll and accounts payable;
- Provide input to Ministry Teams;
- Assist in the development of members and the mission of St Thomas.

Selection Criteria:

- Bachelor's degree required, major in business administration or related field;
- Five years of administrative experience, preferably in Christian settings or non-profit organizations;
- Organizational and supervisory skills, facilities and financial management experience;
- Extensive skills in matters of empowerment and team building.

Benefits package:

- Health benefits
- Pension Plan
- Car and phone allowance

Please send resume and cover letter to Pastor David Nordstrand, Senior Pastor, at [pastor@stlc.org](mailto:pastor@stlc.org).

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