



**Little Church on the Prairie/Lakewoodgrace**  
**Now Hiring - Office Manager**

Lakewoodgrace and The Little Church on the Prairie mission statement:

To Make Disciples  
To Grow Disciples  
And to Share the Love of Jesus Christ with all People

Hours: 32 hours per week. 9 a.m. to 5 p.m., Monday through Thursday

Salary Range: \$40 – 50,000 depending on experience.

We are seeking an Office Manager for the daily operations of the church office with the following skills:

- A person with a welcoming presence to represent the Little Church and Lakewoodgrace to our members and guests.
- A person with good people skills and relationship competence.
- Competency on the computer – Microsoft Office (Word, Excel, etc), able to coordinate meetings on Zoom, and the use of other church specific apps.
- Organizational competence to manage the facility, coordinate room assignments, and maintain the churchwide calendar.
- Office and office management experience preferred.

The ideal candidate will also have a personal relationship with Christ and embrace the mission of the Little Church on the Prairie/Lakewoodgrace.

Relationships:

Reports to the Head of Staff

Attend weekly staff meetings.

Collaborate with the church staff and other church members in the performance of his/her duties.