

Position: Church Office Manager  
Employer: Salem Evangelical Lutheran Church  
905 Frederick Road  
Catonsville, MD 21228

Work Schedule: Monday – Friday, 9 am to 3 pm

Salary: \$36,000

Benefits: 3 weeks of paid vacation  
Health Benefits negotiable

Brief Job Description: The Church Office Manager provides administrative support to the Salem Staff and the Salem Congregation. Daily tasks include answering the phone and interacting with those coming to the church door. Weekly tasks include bulletin and worship materials preparation and preparing a weekly email to the congregation via Mail Chimp. Monthly duties include printing the monthly church newsletter. Ongoing tasks include invoice preparation, filing, maintenance of the church calendar, and ordering supplies.

Start Date: January 1, 2024

Required knowledge: Office Publisher  
Power Point  
Mail Chimp  
Google Drive

Please send a resume to Pastor David Asendorf, [pastordave@salem-catonsville.org](mailto:pastordave@salem-catonsville.org).