

## Office Manager

### Sixth Avenue United Church of Christ | Denver

Sixth Avenue United Church of Christ is a vibrant, progressive, and relational congregation in the heart of Denver, committed to building beloved community, practicing extravagant welcome, and living out faith with honesty, courage, and compassion.

We are seeking a **part-time Office Manager** to help support the daily life and ministry of the church. This role is ideal for someone who is organized, communicative, and enjoys being part of a community-centered workplace.

#### Position Details:

- **Hours:** 20 hours per week
- **Compensation:** \$25 per hour
- **Schedule:** Flexible, but with consistency needed during the week

#### About the Role:

The Office Manager is a key point of connection for the church—supporting staff and volunteers, coordinating communication, managing office systems, and helping ensure that the many moving parts of congregational life run smoothly. This role works closely with the pastoral staff and leadership team and plays an important behind-the-scenes role in making ministry possible. Skills needed include working with MS OFFICE, Google docs, Canva, Square Space, social media, and able to edit and post videos.

#### About Sixth Avenue UCC:

Sixth Avenue UCC is an Open and Affirming congregation that values justice, creativity, deep relationships, and thoughtful worship. We are a community that takes faith seriously—but not ourselves too seriously—and we believe that church should be a place where people feel known, supported, and encouraged to live out their callings in the world.

If you're someone who brings care, competence, and a sense of humor to your work—and who enjoys contributing to a mission-driven organization—we'd love to hear from you.

To apply or learn more, please contact: Leigh Green at [leigh@lanemfginc.com](mailto:leigh@lanemfginc.com)