



# JOB DESCRIPTION - OFFICE MANAGER

*The position of Office Manager is a part-time position (10-15 hours per week).*

## **Primary Responsibilities**

Office Management, Ordering, Worship Preparation

## **Primary Goal**

To coordinate facilities and office management, including ordering and service

## **Supervisory Relationships**

Accountable to: Lead Pastor and Associate Pastor

Directly Supervises: office volunteers and helpers as needed

## **Primary Duties**

- Serve pastors and other staff by helping with a variety of administrative tasks as needed such as scheduling appointments, setting up group meetings, making copies and collating them, and updating church calendars
- Keep up-to-date info on small groups currently meeting and serve as contact hub for people seeking info on groups
- Oversee and manage all office supplies, office technology and equipment needs, including copier
- Systematize all facility and ministry records, contracts, files and schedules. Keep organized and accurate. Including but not limited to: Accuracy of CCB records, creating and managing a schedule of all facility uses and activities, creating and managing the regular schedule of the facility, like cleaning, trash pick-up, fire and security tests, carpet cleaning, landscaping etc.
- Oversee weekly printing of worship folders, as well as preparing worship space for services
- Manage rooms and resources requests for facility use
- Ensure rooms are set up and needs are met for various groups and classes using the ministry center
- Check and sort mail
- Answer phones / front door during the day when present
- Coordinate volunteers to assist with above tasks, when required

## **Position Qualifications**

- Basic computer / tech skills (MS Office, Google Suite), coachable to learn Church Community Builder
- Willingness to learn and receive feedback
- Organized, structured and reliable
- Ability to help set priorities and manage volunteers toward goals
- Willingness to work with volunteers and manage them to help with tasks
- Takes initiative to discover new ways to help complete administrative tasks from other staff members as time allows

## **Additional Information**

- Length of Service: Ongoing
- Hours for Position: Flexible based on needs of applicant and church staff
- Compensation: Competitive, 10-15 hours per week
- May be combined with Book Keeper position for qualified applicants