



**Title:** Office Manager

**Hours:** Approx. 20 hours/week in coordination with church office hours

**Salary:** Starting \$20,000/year (negotiable w/ experience)

**Reports to:** Senior Pastor

**Job Description:** To create an inviting and gracious atmosphere for visitors and staff in the office, while effectively, efficiently, and creatively managing the administrative tasks of the church

### **Main Office Responsibilities**

- Serve as primary phone receptionist in the office and direct calls appropriately
- Create and prepare a weekly bulletin, inserts and event flyers
- Assist with monthly newsletter - Work in conjunction with the senior pastor to gather information and then create a monthly email newsletter
- Attend weekly staff meeting
- Keep the church website updated with current information
- Maintain campus access security codes
- Maintain all-church calendar (this includes adding events to calendar, monitoring for potential conflicts, tracking items for timely inclusion in church communications, etc.)
- Record minutes of Trustee meetings
- Attend up to two church leadership meetings monthly (usually evenings)
- Track and manage details of our church database
- Organize, maintain, and purchase office supplies and equipment as needed.
- Check and fill back table with bulletins, tracts, promotional materials, communion supplies, etc
- Keep office and counters neat and well-organized
- Manage church records (membership, baptism, Small Group rosters, memorial donations, etc.)
- Facilitate church communication via email, phone, text, etc
- Additional tasks as assigned by the Senior Pastor

### **Children/Youth Support Responsibilities**

- Run and keep record of background checks for children/youth volunteers
- Keep attendance report for church service and Sunday morning children's programs
- Assist with travel arrangements and forms for youth retreats and mission trips as needed
- Send weekly reminders to children's church teachers/helpers
- Offer administrative support to all ministry planning teams as needed

### **Personal Qualifications**

- Servant heart and attitude - ready to help wherever needed
- A follower of Jesus, in agreement with the Baleville's Statement of Faith, mission, and core values
- Ability to keep confidential and sensitive information
- Excellent organizational and planning skills with the ability to manage projects simultaneously and with specific attention to detail
- Excellent verbal and written communication skills
- A self-starter, good at multitasking and prioritizing projects
- Ability to work independently without supervision
- Aptitude in Microsoft Office Suite, Web Administration, Working knowledge of databases
- An eye for graphic design