

JOB DESCRIPTION: OFFICE MANAGER (part time)

PURPOSE: To bring glory and honor to God through the faithful management of First Lutheran's office.

RESPONSIBLE TO: Senior Pastor and Church Council

RESPONSIBLE FOR THE WORK OF OTHERS: Administrative assistant(s), custodian

STATUS: 20-25 hours/week, \$20 per hour

GENERAL RESPONSIBILITIES:

1. Work toward successful achievement of First Lutheran's Purpose and Core Values. Develop long-term and short-term professional goals.
2. Develop, in conjunction with the Senior Pastor, a regular meeting schedule to ensure on-going communication and management of the work of the Church.
3. Abide by First Lutheran's Core Values.
4. Contribute to the cost-effective operations of First LC by managing the office within budgetary guidelines.
5. Attend scheduled staff meetings.
6. Perform other duties as requested by Senior Pastor.

SPECIFIC RESPONSIBILITIES:

- Manage office functions and staff, creating functional systems as well as a healthy, hospitable office environment.
- Implement and oversee information systems (computer software and hardware) which serve the growing effectiveness of all ministries.
- Oversee management of church with cooperation of property committee including space allocation.
- Oversee the on-going development and improvement of communication systems.
- Answer, screen and direct incoming calls, greet and assist visitors and congregation members, and direct those coming in for support. Check emails regularly.
- Attend staff meetings
- Coordinate to find sound operators for funerals and services, and volunteers for Sunday Worship Services.
- Council meetings
 - Remind council of monthly meeting
 - Collect committee reports and post to website
 - Prepare agenda for President
 - Prepare and email report packets for the day of the meeting
- Count weekly contributions, fund drive pledges, Memorials, Youth Fundraisers, event collections with volunteer, deposit, file and record in computerized bookkeeping system. Update Vanco giving weekly within ICON.
- Purchase, order, and maintain office supplies.
- Maintain and manage computerized and manual congregational membership records.

- Assist with preparation of baptismal, marriage, and confirmation certificates as needed, and see that all such ministerial acts are registered in the permanent records of the church. Assist with New Member Sundays and record keeping for new members.
- Update contact information as needed to ICON, Constant Contact, etc.
- Troubleshoot computer and systems problems and, if needed, liaise with IT specialists to resolve problems
- Train/update staff on any new features/updates to computerized records/bookkeeping (IconCMO)
- Run background checks on new staff and any new Youth leaders (small group leaders, Sunday School teachers, etc.)
- Order/update/distribute offering envelopes
- Maintain employee files
- Assist individuals coming in for help (grocery cards, pastoral support)
- Reports for any committee, staff, etc., asking for information
- Create and print weekly bulletins and other publications with help of office assistant, post on FLC website every week.
- Create and send out Weekly Blast on Constant Contact.
- Manage the annual meeting details including creation of the annual report and meeting notice.
- Create and send out monthly Messenger and Calendar.
- Maintain Narthex coffee area and order supplies as needed. Keep track of treats for Sunday mornings and order weekly.
- Provide support needed to other staff members.
- Keep track of building keys and van keys.
- Keep up employee records in Portico and assist with new employee records

Required Skill-Sets

- Effective written and oral communication skills
- Analysis and Assessment Capacities
- Effective Decision-Making
- Effective Planning and Organizing
- Effective Time Management
- Attention to Detail
- Proficiency in Microsoft Office
- IT Skills
- Interpersonal, People Skills
- Motivational, Self-Starting
- Reliability, Integrity, Discretion
- Ability to work in a team
- Effective supervision skills