

Job Title: Office Manager

Location: Redeemer, DeWitt, MI

Job Type: Full-Time 34 Hours

Reports To: Director of Operations

About Redeemer:

Redeemer is a Christ-centered church located in DeWitt, Michigan, committed to helping people know, follow, and share Jesus. Redeemer seeks to create a welcoming and authentic environment where individuals and families can grow in their faith, build meaningful relationships, and serve their community.

The church offers a variety of ministries for all ages, including children, students, and adults, with a focus on discipleship, community, and outreach. Redeemer values biblical teaching, strong relationships, and practical application of faith in everyday life.

As a growing church, Redeemer is committed to operational excellence and healthy leadership to support its mission and expand its impact both locally and beyond.

Job Summary:

The Office Manager at Redeemer is responsible for ensuring the smooth and efficient day-to-day operations of the church office. This role provides administrative support to pastors, staff, and ministry leaders while creating an organized, welcoming, and responsive office environment. The Office Manager plays a key role in communication, coordination, and execution of administrative tasks that support the overall ministry of the church.

Key Responsibilities:

Office Administration & Support

- Manage daily office operations, including phone calls, emails, and in-person inquiries.
- Maintain organized records, files, and documentation ensuring accuracy, consistency, and timely data entry.
- Prepare, compile, and distribute reports and information as needed to support operations and leadership.
- Provide administrative support to pastors and staff.
- Order and manage office supplies and resources.

Communication & Coordination

- Serve as a primary point of contact for the church office.
- Assist in preparing and distributing church communications (emails, bulletins, announcements).
- Maintain and update the church calendar.

Facilities & Logistics Support

- Ensure office and common areas are organized, stocked, and presentable.
- Assist with coordination of building use and room setups.
- Coordinate scheduling for meetings, events, and facility use.
- Manage vendors and service providers to ensure consistent support.

Ministry & Event Support

- Assist ministry leaders with administrative needs for programs and events.
 - Help coordinate volunteers for office-related and event tasks.
 - Support preparation for weekly services and church-wide initiatives.
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Qualifications & Requirements:

- A strong commitment to the Christian faith and alignment with Redeemer's mission and values.
 - Previous experience in office administration or a similar role (preferred).
 - Strong organizational and multitasking skills.
 - Excellent communication and interpersonal skills.
 - Proficiency in office software (e.g., Microsoft Office, Google Workspace) and willingness to learn church management systems.
 - Ability to maintain confidentiality and handle sensitive information with discretion.
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Compensation & Benefits:

- Salary based on experience and qualifications.
- Paid time off.
- Maintains a consistent weekly schedule of 9:00 a.m. to 4:30 p.m., Monday through Thursday, and 9:00 a.m. to 1:00 p.m. on Fridays.