



## **OFFICE MANAGER JOB OPENING**

**JOB POSITION** – Office Manager

### **JOB SUMMARY**

The Office Manager leads the work of coordination and communication of First United Methodist Church's office. The Office Manager is responsible for the efficient running of the church office. The Office Manager maintains a professional relationship with the pastors, staff, congregation, and community that supports the church's mission and identity.

**JOB TYPE:** Part-Time Hourly (30 hours), Non-Exempt

**SALARY RANGE:** \$16-\$18/hour depending on experience and education

### **QUALIFICATIONS**

- Strong organizational, coordination, interpersonal, and communication skills
- Proficient at Microsoft Office, Canva, and general computer skills
- Experience working in an office environment, related experience in a church or nonprofit setting preferred
- Detail oriented and self-motivated
- Ability to keep confidences
- Ability to work well with a multicultural community.
- Bilingual English/Spanish a plus, but not required.
- High School Diploma required, College Degree preferred.

### **AREAS OF RESPONSIBILITY**

- Office Manager will lead, manage and supervise the work of church office.
- Communicate with Facilities Supervisor about facilities needs
- Supervise Administrative Assistant and Director of Kitchen Ministries
- Assist pastoral staff as requested with administrative duties
- Maintain the church calendar and scheduling of facilities and vehicles.
- Ensure office equipment is maintained and in working order
- Respond to emails and phone calls as appropriate
- Schedule and create staff meeting agendas
- Order all church office supplies
- Respond to various ministries and groups using the church building to address needs
- Manage the Administrative Ministries budget
- Provide support to volunteers working in outreach to individuals
- Planning and logistics for the Wednesday Night Alive program
- Organize staff events, celebrations, and meals
- Provide general reception including door bell, telephone, and greeting office guests.

- Keep the church database updated with correct information and also the church membership roll. Provide support for the databases with the church staff.
- Prepare reports including offering reports, Charge Conference, and End-of-Year.
- Prepare, record, and communicate weekly attendance for worship, Sunday School, and Wednesday Night Alive.
- Work well with the whole church staff and be a key player in the staff team to accomplish the church's mission and vision.
- Oversee the bulletin and other print materials of the church
- Other duties as assigned.

**TO APPLY:**

All applicants must send a cover letter detailing their interest in the position and qualifications along with a resumé to [jobs.m1umc@gmail.com](mailto:jobs.m1umc@gmail.com)