

OFFICE MANAGER JOB DESCRIPTION

Revision 12.31.2019

Qualifications

1. Courteous, congenial, and tactful with office visitors.
2. Telephone skills, i.e., greeting, taking/distributing messages, recording inbound/outbound calls.
3. Ability to take directions, accept constructive criticism, and work well in organized office situations.
4. Ability to adjust to new and flexible situations and be able to cope with changing workloads.
5. Proficient at using computer operating system and file management.
6. Proficient at using Microsoft Office and Google products.
7. Familiarity and proficiency at maintaining and using specialized database software. Training will be provided.
8. Proficient at preparing weekly worship presentations using worship software. Training will be provided.
9. Willing to learn new systems and software applications required from time to time.
10. Familiarity with and use of office machines and equipment; keep and maintain machines and call for repairs when necessary.
11. Self-starter.
12. Problem-solving and time management skills and the ability to prioritize tasks.
13. Excellent communication and interpersonal skills.
14. Exceptional attention to detail.

Responsibilities

1. Serve as an administrative assistant to the Pastor.
2. Maintain church calendars of events and church usage by organizations contracted by the church; calendars will include but are not limited to weddings, funerals, and baptisms.
3. Receive and sort incoming mail and deliveries and manage outgoing mail (e.g., general mailings to the membership/constituency as well as additional mailings).
4. Prepare and dispatch emails to distribution lists as directed and as committee chairpersons request.
5. Keep database up to date with members, classes, and other groups within the church.
6. Assist the Pastor and committee chairpersons with annual reports for Charge Conference.
7. Maintain inventory of office supplies and materials and reorder as necessary.
8. Manage distribution and retrieval of building keys.
9. Assist committee chairpersons and/or facilitators of studies and book clubs.
10. Create, prepare, and distribute the monthly newsletter (digital and paper).
11. Set up for Sunday Worship.
12. Serve as a member of the communications committee, assisting in preparation of promotional, informational flyers, and brochures, as well as other duties as assigned.
13. Update social media sites, (e.g., Facebook and Instagram) with upcoming events.

14. Communicate with the Chamber of Commerce and Sheridan Media regarding events happening that are for the public.
15. Provide assistance to community walk-ins.
16. Provide assistance to United Methodist Women (UMW), if time permits as determined by the Office Manager.

Accountability

- Accountable to Pastor and Staff Parish Relations Committee (SPRC).
- Schedule vacation time in consultation with the Pastor and SPRC.
- Participate in annual review and evaluation of job performance with the Pastor and SPRC.
- Maintain confidentiality of all information received and disseminated.

Salary and Work Policies

- Salary will be recommended by the SPRC and approved by the Administrative Board.
- Generally, this position will work 20 hours per week. Additional hours or compensatory time will be approved by the SPRC or Pastor.
- Office hours are from 9:00 a.m. – 1:00 p.m. daily, Monday through Friday.
- See separate Staff Policy document for additional information.