

Orangewood Presbyterian Church - Office Manager

Compensation: \$32,000 - \$35,000 (Benefits Available)

Category: Full Time Non-Exempt

Accountable To: The Pastor and the Session through its Personnel Committee

Purpose: To oversee the day-to-day operations of the church, including use of the campus, supervising volunteer and paid support staff, recording donations, managing church communications, and providing administrative support to the professional staff

Primary Duties and Responsibilities:

- Coordinate, recruit and supervise support staff volunteers (office volunteers, maintenance volunteers, etc.)
- Supervise the Administrative Assistant and the Set Up Assistant (both part time employees)
- Coordinate communication functions of the church including: Monthly newsletters, bulletins, mail, email, telephone, web site, facebook, social media, etc. (Much of this done by Admin. Asst. and vols.)
- Coordinate administrative functions of the church including: church directory, databases, secretarial work, purchasing supplies, financial deposits, key distribution, visitor lists, etc.
- Maintain the church calendar (online), coordinating church activities and outside groups
- Administrate leasing of church space by outside groups including payments, keys, set-up needs, lease renewals, act as liaison for outside groups, etc.
- Attend and support the church Facilities Committee, keeping an eye on campus maintenance, delegating minor repair issues, and acting as liaison with contractors for approved repairs
- Maintain office supplies and ensure that office equipment is well maintained and serviced
- Provide administrative support to the professional staff and committee chairs

Additional Duties: As assigned by the pastor and as necessary for the life of the church

Working Relationships: Maintaining a healthy relationship with the staff, Session, Deacons, and church members is vital. The ability to provide a friendly welcome and to love and support people who call and drop by the church, even when it interrupts work, is essential.

Required Qualities and Skills:

- Knowledge of Microsoft Office including Word, Excel, Outlook and Publisher
- The ability to learn new computer skills
- Basic secretarial skills including typing, filing, telephone, copying, faxing, etc.
- Fluency in English including spelling, punctuation and grammar
- Ability to follow through with details, be a self-starter and to make decisions
- Ability to maintain confidentiality
- Friendly, loving personality
- Ability to handle details as a part of a team that includes some “big picture” people

Must be able to pass drug screening and background check

Apply with cover letter and résumé to: pastor@opc.phxcoxmail.com