

Job Posting
Office Manager, All Saints Lutheran
4/26/2021

Reports to: Pastor

Responsible to: Church Council, Staff Support Committee

Status: Part Time, 25 hrs/week

FLSA: Non-Exempt

Job Summary

The Office Manager provides leadership and support for the church's administrative needs. This includes managing communications, finances, and volunteer relationships, as well as ensuring the smooth operation of the office and building.

Essential Functions:

- **Communications:**
 - Monitor and handle mail, email and voicemail
 - Create and distribute communication to congregation, including
 - email updates using Constant Contact, text reminders using Remind
 - weekly worship bulletins and handouts
 - website updates
 - household roster
 - annual reports for congregation and synod
- **Finances:**
 - Pay bills and send receipts to Treasurer
 - Enter donations and offerings into Fellowship One program
 - Create, proof and mail quarterly and annual statements of giving
- **Church office:**
 - Make sure all office technology is in working order; communicate with vendors when appropriate, order supplies as needed
 - Schedule use of the building for groups in the congregation and occasional rental for piano recitals, etc. Collect payment, issue and collect keys
 - Maintain congregational records
- **Volunteer Support:**
 - Assist the pastor and worship committee chair in recruiting volunteers
 - Coordinate and schedule volunteers to support worship
 - Assist volunteers in disseminating information

Qualifications:

- Proficient in Word, Excel, and Google Docs
- Experience with and/or ability to learn office software including Remind, Constant Contact, Planning Center, Fellowship One
- Previous office management experience preferred

Core Competencies:

- **Priority Setting:** spends their time and directs the time of others to what is important
- **Attention to Detail:** consistently attends to the many small pieces which must be assembled into an organized whole; follows through to solve problems and resolve issues
- **Integrity and Trust:** holds others' personal and financial information with the strictest of confidentiality
- **Hospitality:** communicates a sense of availability, warmth, openness and approachability
- **Written Communication:** is able to write clearly and succinctly, with correct spelling and grammar
- **Initiative:** enjoys accomplishing tasks and learning new skills and technology