

Position Description – OFFICE MANAGER

Revised January 2019

Position Title: Office Manager
St. Anthony Park United Church of Christ (“Church”)

Duties: The Office Manager is responsible for a broad range of administrative tasks, financial work and communications of the Church. The Office Manager works closely with Pastor and with the Church’s Treasurer. The Office Manager reports to and is supervised by the Pastor.

Hours: This is a part-time position of 16 hours per week: Tuesday through Friday, four hours per day. 32 hours PTO and 4 paid holidays per year.

Responsibilities:

I. Communication

- Function as a gracious, responsive and respectful Church Ambassador. The Office Manager is often the first contact between the Church and multiple constituencies
- Understand the Church’s organizational structure in order to receive, assess, and direct communication among Church staff, Council and Boards, Church members and lay leaders, visitors, people outside the congregation who partner with or do business with the Church, the Minnesota Conference United Church of Christ (UCC), and the broader community
- Manage communication flow by answering phones, greeting in-person visitors, handling U.S. mail and E-mail; initiate, respond, follow-through
- Communicate in writing with clarity and accuracy, using accurate grammar, spelling and punctuation
- Compile, edit, proof read, copy and distribute church communications including weekly worship bulletins and “cream sheet” announcements, monthly newsletter (*The Link*), sign-up sheets, board minutes, promotional fliers, annual report, annual church directory
- Update website as needed
- Maintain database of church members and friends, vendors and other associations
- Maintain up-to-date E-mail distribution lists, paper and electronic calendars, nametags, mailing lists, inventory of building keys
- Manage bulletin boards, literature displays, digital photo storage, special projects
- Serve as liaison between church and building users (Music In The Park Series, Preschool Co-op, Boy Scout Troop #17, and others)
- Provide information to the United Church of Christ for its record keeping
- Provide administrative support to August Family Camp
- Other functions necessary for the administration of the Church as per the request of the Pastor

II. Financial

- Record contributions and maintain accounts payable, including data entry, processing and securing of checks and cash, maintenance of spreadsheets
- Assist Board of Stewardship and Pastor in annual stewardship campaign
- Communicate with payroll service as needed
- Assist with financial record keeping for various projects
- Retrieve financial data for Pastor

III. Office Management

- Organize and maintain the Church's filing and record-keeping systems (digital and paper)
- Maintain office equipment, schedule repairs
- Procure office supplies
- Keep Church Office neat and orderly

V. Technical Skills

- Microsoft Office Suite
- Microsoft Publisher (or equivalent)
- Internet proficiency
- PowerChurch (church accounting and database software)
- Graphic design and photo editing

VI. Desired Skills and Attributes

Our ideal candidate:

- Supports the Church's mission and goals
- Views administration as a key component of the Church's ministry
- Has experience accurately and efficiently maintaining financial and other quantitative data
- Problem-solves, trouble-shoots
- Sets priorities and meets deadlines
- Demonstrates flexibility, adjusts to unexpected changes in workload or timelines
- Is willing to learn new skills, including computer software
- Asks for help, clarification, feedback
- Resolves conflict constructively
- Acknowledges and corrects errors or mistakes in a timely manner