

## **First Presbyterian Church of Port Angeles**

### **JOB DESCRIPTION: Office Manager**

**PURPOSE:** Primary function is to oversee all activities of the main church office.

#### **QUALIFICATIONS:**

1. Follower of Jesus Christ who embraces this position as a ministry of the church.
2. Strong computer skills with proficiency in a variety of office programs (e.g. Microsoft Office and Google Suites).
3. Strong organizational skills.
4. Ability to build a cooperative and welcoming Christian environment for church members and the community.
5. Excellent interpersonal and verbal/written communication skills.
6. Willingness to learn new skills and train others.
7. College or postsecondary education with work-related experience preferred.
8. Ability to manage multiple tasks at the same time and meet deadlines.

#### **ACCOUNTABILITY and RELATIONSHIPS:**

The Office Manager works directly with and is accountable to the Head of Staff. The position interfaces with the church Session, Committees, church volunteers and members, and the public.

#### **RESPONSIBILITIES:**

1. Maintain and organize the office, equipment and supplies.
2. Maintain an accurate church database.
3. Understand the building use requirements and scheduling; work with groups interested in using the facilities. Maintain the scheduling calendar for church activities and events and building use by approved outside groups.
4. Develop and maintain content for social media an updated church website.
5. Screen and route all incoming communications.
6. Prepare church materials such as weekly bulletins, worship slides, and monthly newsletters.
7. Assemble and distribute agenda, minutes, and reports.
8. Keep accurate records and submit timely filings as required.
9. Supervise Office Assistant.
10. Create and maintain all forms used in the church.
11. Prepare and maintain office procedures, church manual, and all necessary forms.
12. Gather timesheets and verify payroll data with third party processor for monthly payroll.

13. Respect and keep confidentiality.
14. Other duties as assigned.

**TIME COMMITMENT:**

Regular 30-40 hours per week, negotiable, hourly pay with benefits.

Regular worship attendance and participation is expected at a church of your choice.

**EVALUATION:** The Head of Staff will conduct a performance review once a year.

**COMPENSATION AND BENEFITS:**

Pay Range: \$18-\$22 per hour

Paid Vacation Leave

Paid Sick Leave

Paid Medical Insurance