

MOUNT OLIVE LUTHERAN CHURCH

Job Description

Title: Office Manager

Classification: This is a full-time hourly support staff position with benefits.

Purpose: This position exists to provide administrative support to the Senior Pastor.

Lines of Authority: This position reports to the Senior Pastor; this position coordinates part-time and volunteer office staff members.

Principle Duties and Responsibilities:

1. Lead day-to-day office operations, including scheduling work activities and directing work assignments for part-time office staff members and office volunteers.
2. Coach and develop office staff member's abilities, including providing new employee orientation and ongoing staff education.
3. Collaborate with the Treasurer and Bookkeeper to ensure timely payment of obligations and accurate recording of financial transactions.
4. Collaborate with the Congregation Secretary to prepare and distribute materials for meetings of the Council and Congregation, and maintain permanent meeting records for the Congregation.
5. Facilitate communication and activity planning by participating in the weekly staff meeting and coordinating with the environmental staff members; maintain a master event calendar.
6. Prepare and publish written materials (bulletins, newsletters, reports, etc.).
7. Collaborate with Committee Chairpersons and other volunteers to provide information and resource support, and attend committee meetings when requested.
8. Create and maintain accurate employment records for all employees.
9. May also be called upon for other related duties or special assignments.

Position Requisites:

1. Must have a love of God and demonstrate a commitment to following the ways of Christ.

2. Must have a minimum of two years of business/administrative office experience and demonstrate effective communication skills.
3. Must possess excellent organizational skills, with the ability to prioritize in a hectic work environment.
4. Must demonstrate a positive attitude; coaching and team building skills, and experience working with volunteers, are also highly desired.
5. Must possess a working knowledge of common office software: Microsoft Office Suite is essential, Power Church Plus and QuickBooks are helpful but not required.
6. Must be able to work in an environment where confidentiality is absolute.
7. An understanding of standard accounting and church budgeting procedures is highly desired.
8. An understanding of social media communication is highly desired.

Working Conditions:

Physical Requirements

Able to sit for extended periods of time

Able to lift twenty pounds

Environmental Conditions

Air conditioned and/or heated office setting

Equipment Operation

Computer workstation, multi-line telephone, fax machine, copier, printer, duplicator, shredder, and other standard office machines

Accommodation:

Mount Olive Lutheran Church will provide reasonable accommodation for individuals with disabilities, unless it would cause undue hardship. We define reasonable accommodation as any change in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities. We will make a good faith effort to list any special requirements in our job descriptions.