

evangel

Job Title: Office Manager
Department: Operations
Reports To: Executive Pastor of Operations
Work Schedule: Full-Time (40 hours per week)

Position Summary

This position is responsible for the coordination of all office communication, master church calendar, the management of church office functions and all essential record maintenance and databases. The Office Manager will coordinate special projects for administrative staff pool.

Essential Duties and Responsibilities

- Provide administrative leadership and direction to all support staff
- Oversee the running of the office by planning, coordinating, and supervising various functions which are performed by the Administrative team
- Serve as CCB Master Administrator and oversee use and training of the church database system
- Set up and maintain CCB check-in systems
- Create CCB registration forms and CCB groups to facilitate online Connect Group registration
- Provide direction and training for the Administrative team members
- Oversee ordering of all office supplies and resources
- Oversee and manage the Church Administration budget in conjunction with the Executive Pastor of Operations
- Develop and implement systems and processes which facilitate efficient administrative operations
- Coordinate and maintain processes and systems for recording various church statistics
- Be available to provide administrative assistance for the Executive Pastors If needed
- Maintain church membership roster
- Assist with follow-up items from board meetings
- Assist with logistics of organizing and follow-up of the Annual Business Meeting
- Organize logistics and communication to membership regarding the election process for new deacons
- Maintain door scheduling program, key fob programming and security codes
- Manage all outside events and, If needed, act as a liaison for these events
- Oversee the Long-Range Planning Calendar and CCB Calendar
- Perform background checks on volunteers
- Oversee the hello@goevangel.org email account
- Oversee weekly Admin meeting
- Review all Purchase Orders before processing and submitting to Executive Pastor of Operations
- Process all Out of Office forms and log on CCB calendar
- Assist with funeral scheduling and arrangements
- Assist with various office duties

Other Responsibilities

Individual will complete responsibilities in accordance with the organization's policies and applicable procedures as assigned.

Qualifications

- Highly skilled in the use of Microsoft Office Suite (Word, Outlook, Excel) and Google apps
- IT knowledge and internet savvy
- Excellent written and verbal communication skills
- Ability to create and maintain various systems and processes
- Ability to communicate effectively and assertively with all levels of an organization
- Demonstrate professionalism and poise when communicating with external contacts
- Excellent time management skills, attention to detail and ability to multi-task

JOB DESCRIPTION

Cultural Qualifications

- FAMILY FOCUSED
 - Lead by example, but also by instruction
 - Have the ability to work hard yet be friendly and relational
 - Speak life of team members and stay off the gossip train
- INSIDE OUT
 - Protect the vision by providing answers to questions and solutions for problems
 - Have a willing, “can do” attitude and team mentality to needs outside your role
 - Show humility in conflict
 - Avoid the “I didn’t know” mentality
- BRING OUR BEST
 - Bring best attitude to work, meetings, services, and events
 - Smiling is a top priority
 - Help provide a spiritual atmosphere in the church office
- LIVE TO GIVE
 - Delegate and empower to build leaders and ministry
 - Have teachable attitude and desire to learn and grow
 - Engage in healthy, mature conflict with team in order to grow the ministry
- FUTURE MINDED
 - Lead ministry changes with energy and excitement
 - Be comfortable with tension created by change

Education

Bachelor’s degree (B.A./B.S.) from a four-year college or university or related experience.

Experience

Successful candidate should have at least 4 to 5 years related experience.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.