Wanted Office Manager Pilgrim Faith Church UCC

General Description

The Office Manager facilitates information flow among members, staff, and constituents. This is a 25 hour a week position from 9:00 am to 2:00 pm Monday through Friday, with up to 5 additional hours per week as needed. The Office Manager is under the direct supervision of the senior minister and accountable to the Church Council. Compensation is negotiable in accordance with experience and skill set.

The Office Manager is responsible for:

- Preparing and distributing the monthly electronic and written newsletter, weekly worship bulletins, weekly announcements
- As needed periodic written communications such as letters, email, fliers, press releases and website postings.
- Maintains church and office records, answers phone, serves as receptionist and provides support services for the minister, church staff and lay leaders. Maintains pastor’s schedule and calendar.
- This position requires experience with Standard Microsoft Office Programs and church specific church databases.
- Other duties as assigned by the senior pastor.

Duties and Responsibilities

1. Provide routine administrative support services to church staff, church boards, committees and groups and church officers.
2. Type and prepare weekly and special worship bulletins, announcements, newsletters, press releases, annual reports, church membership directory and other church related items. Has experience with using standard Microsoft Business software.
3. Handle church correspondence including picking up and distributing mail, sending out meeting notices and forwarding communication to appropriate individuals. Answer phone and distribute messages. Respond to email messages and pass along to the senior minister as needed. Initiate phone calls and emails to facilitate the ministry of the church and staff. Deliver bulk mailings to post office in Bridgeview once or twice a month and obtain postage from local post office as needed.
4. Maintain a calendar of church events and groups who use church facilities. Schedule regular and special events for church facilities. Maintain the calendar on the church website.
5. Maintain a schedule for the pastor.
6. Collect and bill fees from groups and individuals for use of church facilities. Maintain records of fees collected for events, services, and programs. Using the prescribed method for handling deposits of money turned into the church during business hours.
7. Maintain an inventory of office supplies and order supplies as needed by the church with approval of the senior minister.
8. Maintain general office files, records, and documents, both paper and electronic. Maintain permanent files, reports, financial reports and minutes from council, boards, and committees. Maintain list of passwords as they pertain to electronic mail and social media. Maintain Church databases and maintain and develop social media platforms.
9. Answer the phones in a polite/professional manner and refer questions to the senior minister immediately.
10. Interact with public in a professional manner by serving as receptionist during office hours, providing a warm welcome to all. Dress is business casual during office hours. Maintain a neat and clean workspace.
11. Schedule and supervise volunteer office assistants.

Please send resume and letter of application to. Job open until position is filled

Pastor James Bowman Harris
Pilgrim Faith Church UCC
9411 51st Ave Oak Lawn, IL 60453
Full job description listed on web site
https://www.pilgrimfaith.org/jobs/