

**OFFICE MANAGER**  
For The Community Church of Richmond, UCC,  
5714 Broadway St, Richmond IL

This small and lively congregation is seeking an Office Manager to support the work of our Pastor and congregation. Regular duties would include providing clerical assistance, creating documents using Microsoft programs and similar software, as well overseeing a variety of communications. This position is for 9 hours per week, 3 hours each for 3 mornings of the week. We're looking for someone comfortable working with computers, making phone calls, reaching out to a wide-range of people, and comfortable working alone at times. At our church, we say, "No matter who you are or where you are on life's journey, you're welcome here." For further information, call the church (815-678-6521) or email Pastor Hope Moloziay at [pastorhope@richmonducc.org](mailto:pastorhope@richmonducc.org)

Duties would include:

- Format and print weekly bulletins and special bulletins
  - copy and scan in songs as needed
  - communicate with liturgists, greeters, etc.
- Answer phone during office hours; return phone calls as necessary
- Collect mail at post office and distribute it to appropriate persons at church
- Act as liaison to vendors of church products
- Prepare/monitor monthly calendar, including outside groups' use of building
- Maintain current directory and members' and friends' information
  - contact information
  - birthdays
- Provide clerical assistance to church fundraisers, ministries, officers, and pastor
  - creating flyers, tickets, information sheets, sign-up sheets
- Update social media and website as guided

- Compile and Print Annual Report
- Maintain office supplies/chancel supplies
- Coordinate flower orders at holidays
- Keep accurate files—file new items, store or shred outdated items
- Light cleaning as necessary
- Other duties as assigned by the Pastor

To do these duties, the following are expected:

- Friendly and cooperative personality, ability to work with people, ask questions, organize information, make phone calls
- Comfortable working with computer software such as:
  - Microsoft Word, Publisher, Excel, Power Point, MailChimp
- Comfortable with digital tasks such as
  - Creating a mail merge
  - Emails
  - Accessing and updating Facebook/Web Page
  - Scanning documents
  - Creating labels
- Comfortable working alone at times and collecting resources and ideas to figure out problems
- When publicly identifying with the church, demonstrate values consistent with those of this congregation, where we declare “no matter who you are or where you are on life’s journey, you’re welcome here”, including actively refusing to participate in bullying, harassing, or hateful behavior, online or in any other setting.

Hours: Tues, Wed, Thurs, 10AM to 1PM

Salary: \$7000/year

Up to 9 days per year may be taken as paid time off, which would include vacation, illness, and other personal days. Except for illness, those times should be coordinated with the Pastor at least two weeks ahead of time and will not be scheduled immediately before Christmas or Easter.