

Office Manager

Supervisor: Parish Administrator

Summary Job Description

The Office Manager works closely with the Parish Administrator while managing the daily administrative and operational procedures and business affairs for the church. He/she makes arrangements for the planning and implementation of church office hours, regularly scheduled events and special events. This includes finding and providing direction to staff and church volunteers in support of church activities, as required.

Major Responsibilities as Office Manager

- A. Congregational Leadership
 - 1. Provides for information needs of the church council and committees.
 - 2. Communicates church goals, functions, actions and plans between the church council, committees, staff and organizations for cohesive and connective operations. This includes a solid understanding and implementation of our Church Constitution, Bylaws, Policies & Procedures.
 - 3. Coordinates and oversees the production of the Annual Report and ELCA Parochial Report each year.

- B. Operations
 - 1. Reviews the master church calendar, which includes the schedule of worship services, activities, retreats, community meetings and special events with regard to available church facilities, and is responsible for staffing events with staff and volunteers when needed.
 - 2. Provides direction for the daily operation of the church office and related activities including supervision of staff and volunteers.
 - 3. Oversees all Regulatory Compliance, licenses, contracts and services.
 - 4. Oversees Security Management. (Fire, security, risk, and Safe Church).
 - 5. Oversees the use and maintenance of church vehicles, including approval of drivers and appropriate training for all drivers.
 - 6. Oversees and coordinates maintenance scheduling and repairs.

- C. Finances
 - 1. In conjunction with the Financial Coordinator coordinates payment of emergency, operational, office expenditures and salaries.
 - 2. In coordination with the Financial Coordinator, has oversight and administrative responsibility for the church's insurance coverage.
 - 3. In conjunction with Financial Coordinator and CLC Treasurer, oversees budget expenditures and helps prepare the church-spending plan each year.
 - 4. Oversees the ordering of all supplies and equipment for church operations.

- D. Personnel
 - 1. In conjunction with the Parish Administrator and Personnel Committee, maintains and updates Personnel Policy Manual and Job Descriptions.

2. In conjunction with Financial Coordinator and Parish Administrator, oversees all Personnel Human Resources, including maintaining staff files, church records and confidential records.
- E. Office
1. Responsible for knowledge, operation, oversight of all church office computer software as well as providing training and support to all staff and volunteers utilizing these programs.
 2. Oversees the use of social media, website, livestreaming, and publicity.
- F. Congregational Life and Ministry
1. Identifies congregational and community volunteer opportunities and maintains a list of persons interested in volunteer services, matching needs with abilities, coordinates and provides training as appropriate. Coordinates all necessary WSP background checks.
 2. Provides other appropriate services, as directed by the Supervisor.

Personal Traits and Skills Required

1. Has a growing spirituality and relationship with Christ.
2. Possess knowledge and understanding of the structure, organization and objectives of our church.
3. Demonstrated strong, efficient, and compassionate leadership skills.
4. Working knowledge and willingness to learn about office systems and operations.
5. Strong organizational, administrative and computer skills including attention to detail and balancing and prioritizing many simultaneous projects.
6. Demonstrates excellent communication skills, ability to work well with a variety of people, ability to resolve conflicts, as well as ability to exercise good judgement, maintain confidentiality, diplomacy and sensitivity to all.
7. Ability to work both independently and as a member of a team.

Application Process

1. Submit written application consisting of cover letter, resume, and names and contact information for at least three references to lreed@clc-lakewood.org
2. Personal interview.
3. Employment will be subject to background check.

This is a part time, hourly position (Monday – Thursday) and special events as mutually agreed.