



OFFICE MANAGER

Open Hearts, Open Minds, Open Doors

- **Reports to:** Senior Pastor
- **Direct Reports:** N/A
- **Position Status:** Part-time
- **Salary:** TBD
- **Fair Labor Standards Act (FLSA) Status:** Exempt

Position Summary:

The Office Manager serves the members of Park City Community Church as a liaison between churchgoers, community members, and business affiliates. They will work closely with the Senior Pastor and all staff, lay leaders and board members. They will be dealing with matters of privacy and must maintain confidentiality at all times. The Office Manager is directly supervised by the Pastor in consultation with the Staff Parish Board Member(s).

Primary Responsibilities and Ministry:

- Manage daily operations of the church office: answer phone & door, collect & sort mail (volunteer), check & respond to e-mails/voice-mails/texts, etc.
- Coordinate and plan the church facility calendar.
- Book events of community organizations to use the church facility and oversee logistics and policies (volunteer/another staff).
- Assist in the production (printing, folding, stuffing) of bulletins and other printed material (volunteer).
- Engage and assist volunteers when office support is needed.
- Update and manage the congregational database.
- Assist staff and leaders in creating avenues for participation in the congregation's ministries such as forms and on-line sign up.
- Manage and maintain office supplies and office equipment.
- Maintain church membership records, i.e. baptisms, marriages, deaths and produce the annual reports.
- Oversee church facility maintenance and security operations(volunteer).

Qualifications:

- Have excellent interpersonal, communication and organizational skills

- Advanced skills in Microsoft office (Excel, Word, etc)
- Have experience in an administrative/secretarial position
- Be proficient in the use of database software and have a general understanding of computers and websites
- Have an enthusiastic and welcoming attitude towards all people
- Be pro-active and a self-starter
- Experience in a nonprofit environment, or equivalent combination of education and experience.