

Office Manager

Job Description

The Office Manager is responsible for creating and maintaining an organized, efficient, gracious environment for the congregation and community. This person serves as general receptionist for the church office and keeps us going with the practical week-in and week-out tasks that keep the building, staff and ministry humming along. Knowledge of (or the ability to adapt quickly to) Quickbooks and basic accounting skills is a must. The Office Manager will report directly to the Pastor.

Position starts at \$13/hour
12-15 hours/week

Basic Qualifications

- Demonstrate Christian character. Especially the gifts of patience, grace and joy.
- Familiar with: Quickbooks, Mailchimp, Canva, Weebly, Google Calendars and Microsoft Office programs (Word, Outlook, Publisher and Excel).
- Competent with office equipment and computers.
- Able to work alone or cooperatively with church volunteers on occasional projects.
- Personable and comfortable with interruptions.
- High School graduate, some college education preferred.

General Responsibility

- Clerical assistant to Pastor.
- Serve as receptionist for the church through scheduled office hours.
- Keep up the church calendar and church usage schedule
- Maintain church membership records in partnership with the elected Clerk
- Be the church communications officer for the congregation.
 - Designing and sending the weekly e-newsletter through Mailchimp online
 - Use Publisher to craft the monthly Lakeshore Congregationalist (newsletter)
 - Making sure the Board of Ministry has everything it needs for their monthly meetings
 - Printing, collating, mailing out materials to the congregation
 - Receiving and responding to emailing sent to the church email account
- Maintain the church finances alongside the elected church Treasurer. This includes bill paying, tax payments and payroll.
- Format/print/fold the weekly worship bulletin
- Keep the church meeting minutes binder up-to-date so the congregation can reference it.
- Update the church website (Weebly) as needed in partnership with the Pastor
- Work with the custodial staff to make sure we have necessary cleaning and sanitation supplies throughout the building.
- Collect the church mail from the post office and distribute it to the correct parties.
- Digitally back up the church office computer monthly.
- Drop off the weekly deposit to the bank.
- Order office supplies as needed.

Please email resume and cover letter to rev.SarahTerlouw@gmail.com

First Congregational Church of Saugatuck