

Grace Church Stamford

Office Manager

Job Description

JOB DESCRIPTION

Major Responsibilities: Day-to-day management and organization of church administrative needs. The Office Manager will report directly to, and give priority to tasks assigned by the Senior Pastor. OM will also receive tasks from the Deacons, Elders, Children's Ministry Leader and Music Director.

Grace Church Stamford is a congregation of the Presbyterian Church in America (PCA) and holds to historic Protestant beliefs, such as those found in the Apostles Creed, the Nicene Creed, and The Westminster Confession of Faith. You can learn more about the PCA at <https://pcanet.org/>. You can learn more about our congregation at <https://www.gracechurchstamford.org/>.

Qualifications/Skills:

- Believer in the Lord Jesus Christ and a regular attender of a church
- Agree to adhere to doctrines of the PCA in the capacity of a staff member
- Computer Skills: Microsoft Word, Excel, Mailchimp, G-Suite including Gmail and Google Drive, Facebook, Instagram, WordPress CMS, Slack, and Adobe Photoshop or similar program
- Experience with Planning Center a plus
- Strong interpersonal communication skills
- Strong organizational skills
- Reliable and respectful
- Strong collaborator with members of the congregation and staff
- Ability to coordinate projects and follow-up with multiple members of leadership and servants
- Able to maintain confidentiality of information
- Must have completed High School or equivalent

Duties and Responsibilities:

- The position is for part-time employment (10-15 hours per week). Off-hours may be likely to coordinate meetings with lay leaders (evenings and weekends)
- The Office Manager maintains church calendars including but not limited to meetings, special events, etc.; manage incoming and outgoing mail, order supplies.
- Facilitate communication to Pastors, Elders, Deacons and Ministry Leaders through phone, e-mail, text, and Slack.
- Maintain office files: copying, filing, and maintaining church records and data including membership records, directory, and general files
- Draft correspondence as well as print letters and mailings, manage church's e-mail
- Coordinate weekly liturgy and service setup team schedules via Planning Center software
- General Administrative support to church staff and volunteers
- Schedule and manage building use by church including the monitoring of payments received, updating of contracts, distribution of keys, and instructions regarding security of building. Production of monthly newsletter, weekly bulletin, bulletins for special services
- Update church website and calendar on a weekly basis
- Assist Finance Committee with making sure supplier bills and invoices are paid on time, assist with counting when needed.
- Attend staff meetings
- Order and maintain necessary office supplies
- Other tasks as directed by the Senior Pastor

Compensation:

Average 10-15 hours per week

\$20-30 per hour commensurate with experience

Flexible Schedule

Office Manager will be off for the following holidays:

New Years Day

MLK Day

Easter Monday

Memorial Day

Presidents Day

July 4th

Labor Day

Thanksgiving Day

Thanksgiving Friday

Christmas Eve

Christmas Day