

**Organization: Stony Point Reformed Presbyterian Church**

**Position: Office Manager, full time**

**Salary Range:** \$42,000 - \$49,000, depending on experience.

**Application Deadline:** Please apply by Oct. 21, 2023

**Application Requirements:** Send a current resume with cover letter and two letters of recommendation to Virginia Casanova at [virginia@stonypointchurch.org](mailto:virginia@stonypointchurch.org).

In the cover letter, please answer the following questions:

1. Do you currently attend a church in the Richmond, VA area? Please elaborate.
2. Have you had experience managing an office? Please explain briefly.
3. Are you a detail-oriented person? Please give an example.
4. List the names and titles of your recommenders. They may submit their letters separately to the email above with your name in the subject line.

Stony Point Reformed Presbyterian Church seeks to hire a full time Office Manager starting Fall 2023 with the following responsibilities and qualifications:

### **Position Summary**

The Office Manager reports to the Director of Church Operations and will be responsible for the efficient operation of the church office, in support of all clerical functions. The Office Manager must maintain a professional relationship with the pastor, staff, congregation, and community, keeping in strict confidence information acquired through the duties of this position which may be personal in nature to church members and/or staff. The Office Manager is the welcoming face of Stony Point Church and is expected to maintain regular office hours.

### **Core Responsibilities**

- Support pastoral and ministry staff with administrative and clerical tasks.
- Greet and assist visitors to office. Answer telephone and forward messages to appropriate parties. Check and respond to church email on a daily basis. Daily collection and distribution of mail.
- Maintain and update church database and maintain attendance records. Generate weekly reports for attendance. Generate other reports as requested. Maintain church calendar and coordinate requests for building use from staff and ministries. Update and print church membership directories.
- Manage administrative tasks for Sunday Worship services. In coordination with Sr Pastor and Dir for Music produce weekly bulletins and inserts. In coordination with Dir of Media and Dir for Music produce PowerPoint slides for worship.
- Order office supplies as needed, maintaining office expenditures in accordance with the approved budget. Assist staff with purchasing as needed. Manage monthly office invoices and payments with Financial Manager.
- Ensure office equipment is in working order and oversee maintenance.
- Supervise office volunteers.

## **Secondary Responsibilities / Other Duties as Assigned**

- Support all major church initiatives
- Assist in planning and execution of churchwide events (Spring Festival, Fall Harvest Party, Bethlehem Walk, churchwide conferences, etc.)
- Other duties may include managing church vehicles, completing background screening of volunteers, submitting annual PCA Stats, managing music/video licensing, managing officer nomination, coordinating new member applications, and other tasks as assigned by the DCO.

## **Qualifications and Skills**

### **Required:**

- Personal, active relationship with Jesus Christ
- Committed to living a public life that is founded in Christ likeness and above reproach
- Understanding of and alignment with the core values, mission and vision of the church
- At least 2 years of administrative or office management experience
- Strong collaboration, interpersonal, and communication skills
- Organized and able to manage multiple priorities; very detail-oriented
- Proficient with Microsoft Office applications; familiarity with database management
- Comfortable recruiting volunteers
- Able to receive constructive feedback

### **Desired:**

- College degree preferable
- Previous experience working in a church office or faith-based organization

## **Working Conditions**

- Maintain regular office hours (Mon – Fri)
- Attend weekly staff meetings
- May require occasional evening meetings