

## **OFFICE MANAGER**

Reports To: Senior Pastor

Hours: 29 hours / week

**General Description:** The Office Manager will serve the ministry of Redeemer Presbyterian Church by providing administrative support to the pastor, session, diaconate, and members of the church. The Office Manager will foster a gospel-centered, welcoming, friendly, and organized office environment.

### **Responsibilities:**

1. **Provide general administrative support for pastoral staff and church.** This would include but not be limited to formatting, editing, and printing church bulletins (Sunday morning, special services, etc.), maintain church database; manage church email account, answer phone, and respond to voicemail; monitor, stock, and purchase office supplies; sending/receiving packages and mail, and scheduling rooms.
2. **Oversee and maintain communications** in partnership with the Communications Director. This would include, but not be limited to maintaining the website, Redeemer Weekly, Church App, outdoor sign, Sunday morning slides, social media platforms, and creating/managing graphic design projects.
3. **Provide administrative support for session and diaconate.** This would include, but not be limited to, clerical work for member transfers/admissions, help prepare meeting dockets, keep record of minutes, compile and submit PCA statistics, and schedule building maintenance.
4. **Provide administrative support for Sunday morning worship service.** This would include, but not be limited to coordinating and scheduling volunteer teams (greeters, coffee, communion, etc.), purchasing communion supplies, coordinating and scheduling elder/deacon responsibilities, and preparing Sanctuary for worship service (tidy, place bulletins, etc.).
5. **Set up, coordinate, and provide support for special events, Foundations Class, officer training, and other meetings** as requested by church staff and officers.

### **Requirements:**

1. Credible profession of faith; actively repenting and resting in Christ.
2. Christian character exemplifying attitude of servanthood and humility
3. Excellent interpersonal skills and a proven team player.
4. Highly organized, dependable, efficient, and detail oriented.
5. Significant written, communication, and desktop publishing skills.
6. Proficiency with Microsoft Office, database management, and website management.
7. Ability to receive tasks, prioritize accordingly, and standardize routine repetitive tasks.
8. Ability to be forward thinking, plan ahead, and work within the constraints of a budget.
9. Able to maintain consistent on-site core hours each week (TBD; with remaining work hours either remote or on-site as preferred).

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

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