

Office Manager

**Memorial Presbyterian Church
803 E. College Avenue
Appleton, Wisconsin 54911**

Job Title:	Office Manager
Accountable To:	Pastor/Head of Staff
Hours/Week:	40
Direct Reports:	Financial Secretary, Custodian
Employment Status & FLSA Classification:	Full Time, Exempt
Personnel Committee Information:	Date Revised: January 2018

Purpose: The Office Manager has oversight for all church communication, serves as primary office contact, manages the church office and building facilities, maintains church records; serves as part of the Leadership Team.

Accountability: The Pastor, as Head of Staff, shall be responsible for the day-to-day oversight of the Office Manager. Performance reviews shall be conducted annually in cooperation with the Personnel Committee and will include review of compensation.

Essential Functions:

- Organizes and publishes of all forms of church communication
- Serves as primary office contact, in person and by telephone/email; greeting and directing as necessary
- Maintains church website
- Manages office supplies and equipment
- Maintains church records, files, and data
- Coordinates building use and equipment repairs
- Supervises Financial Secretary and Custodian
- Organizes and trains volunteers to assist as needed in church office
- Supports work Finance Committee and personnel (staff and volunteer)
- Provides administrative support to Leadership Team

Other Responsibilities:

- Attends weekly Leadership Team meetings
- Attends monthly Property Team meetings (evenings)
- Serves as back-up to Financial Secretary
- Maintains confidentiality in all issues relating to church issues and members' personal and financial information

Minimum Qualifications:

- Excellent written and verbal communication skills
- Strong knowledge of MS Office Suite
- Basic knowledge of WordPress
- Basic knowledge of financial systems
- Minimum of Associate's Degree or 4 years' managerial experience.

Core Competencies:

- *Attention to Detail:* Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- *Written Communication:* Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context and consistent with church values and mission.
- *Verbal Communication:* Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.
- *Priority Setting:* Consistently zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- *Time Management:* Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- *Project Management:* Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems.
- *People/Volunteer Management:* Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- *Creativity and Innovation:* Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- *Informing Others:* Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
- *Initiative:* Enjoys working hard; is action oriented and energetic about worthwhile activities; sets demanding but achievable objectives for self and others.
- *Process Management:* Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; can simplify complex processes and create policy for repetitive processes.

Interested and qualified candidates should submit resumes to Pastor Mike Goodwin,
mike.goodwin@mpcapleton.org