

Our Savior's Lutheran Church Amery Wisconsin 54001

Office Manager Job Description

PURPOSE

The Office Manager has a twofold responsibility. The first is to provide a high level of office services for Our Savior's Lutheran Church and the second is to provide administrative support to the Pastor, the staff and the congregation. This person will give a positive first impression of the church using effective oral, written, and technological communication that supports the mission and the ministries of Our Savior's Lutheran Church.

QUALIFICATIONS

- Professional and cordial conduct and good interpersonal skills at all times.
- Strong computer and website skills; competency in Microsoft Windows, Word, Excel, Access, PowerPoint, Outlook and other technology.
- Strong administrative skills with the ability to work independently without supervision.
- Ability to work and modify within Facebook and other social media environments.
- Ability to keep contact with church members and others in strict confidence.
- Excellent phone, verbal and written communication skills.
- Attention to detail, including proofreading and editing skills.
- Ability to prioritize and meet deadlines.
- Effective time management and follow through.
- A self-starter and a team player.
- Timely attendance with ability to vary schedule when needed.

RESPONSIBILITIES

1. Work under the direction of the pastor, providing support and office tasks as requested.
2. Work with church council president for effective congregational leadership.
3. Maintain the church website, post accurate and appropriate content, update with current events, and maintain the online and office calendar.
4. Monitor Our Savior's Facebook activity and other technology and social media.
5. Create church bulletins; update and edit the weekly prayer list; prepare and edit bulletin inserts.
6. Prepare and coordinate the weekly large-screen power points and special effects for all services.
7. Communicate with congregation via various forms of social media including but not limited to emails, texts, cell phones, twitter, snap chat, etc.
8. Maintain and organize reception area and orderliness of church office.
9. Order and maintain church supplies and equipment.
10. Maintain expenses with accurate records and receipts
11. Organize and maintain church calendar and daily schedule of staff.
12. Pick up, distribute and disseminate all mail and correspondence.
13. Screen and route all incoming calls, visitors, emails, correspondence and information to appropriate staff and committee chairs.
14. Share and publicize church events to the community as needed or as directed.

15. Coordinate scheduling for weddings, funerals, and baptisms.
16. Be the central point of contact for the church including coordinating facility use.
17. Update and maintain membership records (new members, baptisms, weddings, deaths, etc.)
18. Prepare Annual Reports.
19. Prepare materials for church council meetings and maintain record of minutes.
20. Maintain accurate roster for Church Council, committee chairs and committee members.
21. Receive, distribute and respond to information from synod, national and affiliated ELCA offices and programs.
22. Routine filing of paperwork and electronic storage of appropriate information.
23. Prepare new member information packets.
24. Notify pastor of member hospitalizations, deaths, etc.

OTHER GENERAL EXPECTATIONS

1. Should always exhibit professionalism as demonstrated by well-groomed appearance, conscientious work ethic, confidentiality and accountability.
2. Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
3. Should be willing to be flexible with occasional evening and weekend work.
4. Should be willing to travel locally occasionally as the need arises.
5. Should be a person who gives extreme attention to details with an eye for excellence.

OUR RESPONSIBILITY TO YOU

Provide a comfortable and safe working environment, adequate office materials, appropriate training, annual performance review and compensation for 110 hours per month.

I have read and received a copy of my job description. I understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

EMPLOYEE

DATE