

Office Manager Posting
July 2017

The purpose of the job is to perform administrative and secretarial responsibilities which support of the life and ministry of the congregation.

Tasks and responsibilities

- Lead in coordinating the functions of the King of Glory [KOG] office, providing for and participating in coverage of phones, greeting of office guests, and providing secretarial services for the pastor and the congregation
- Manage a pool of office volunteers in order to help them find joy in their serving and to help their congregation by assisting you with various pieces of your areas of responsibility
- Produce bulletins and worship slides for Sunday morning and special worship services
- Manage production of the monthly newsletter
- Prepare and distribute congregational communication and mailings
- Manage church attendance reporting, copyright reporting, and miscellaneous church reports
- Serve as liaison with KOG ministry and community groups for use of campus, including the scheduling of events and communication of usage guidelines and cost
- Monitor, record, and distribute use of keys for campus use
- Perform tasks and responsibilities assigned by the Pastor

Requirements

- Christian behavior in all areas of job responsibility
- Confidentiality regarding all congregational and member information
- Skill in use of computer programs and software, particularly Excel, Word, and PowerPoint
- Ability to work without close supervision
- Ability to work well with others
- Ability to communicate well, including written, verbal, and listening skills