

Church Office Manager*

First & Franklin Presbyterian Church

PLEASE DO NOT CONTACT THE CHURCH DIRECTLY

Email resume and all inquiries to information@firstfranklin.org

The Office Manager (OM) supports the Pastor (Head of Staff), Session (its Clerk and committees), Board of Deacons, and other paid staff - through general administrative functions. The OM supports the day to day operations of the church and its surrounding campus properties (Hodge House, St Andrew Parking Lot, Backus House and Patrick Allison House).

This position also includes the coordination of financial records and contributions, database management, publications (using MS Word), including bi-monthly newsletter, weekly online newsletter, weekly bulletin, special event programs, Annual Report (yearly), and official statements of giving (quarterly) and annually. The OM manages the church calendar for use of facility, order supplies and work with Facility Manager to prepare for events.

The OM works under the direct supervision of the Pastor (Head of Staff), and reports as scheduled, to the Personnel Committee for a performance review. This position is also the contact for weddings at First & Franklin and will serve as day of wedding coordinator. Must have the ability to work alone and well with others. Excellent computer skills are critical.

The OM keeps things running smoothly, exercises care in communication and confidentiality in the matters of sensitive issues. Background check is mandatory and salary will be commensurate with experience.

**A complete job description will be provided if you are selected to interview.*