



## BROWN MEMORIAL WOODBROOK PRESBYTERIAN CHURCH

Church Office Manager (Part Time – 20 hours), Monday-Friday, 8:30 a.m.-12:30.

**The primary purpose** of the Church Office Manager is to assist with the clerical work of the program staff of the church and to act as an ambassador for the church in the front office. Collaboration, efficiency, accuracy, good people skills and problem-solving are integral to this position. The successful employee will be able to fully support the programs and purposes of the church.

The Church Office Manager reports directly to the pastor as Head of Staff.

**Duties:**

1. Maintains church calendar
2. Coordinates and/or produces church publications, reports, and mass mailings, including weekly bulletins and monthly newsletter.
3. Manages church office – maintains equipment, sorts mail, monitors copies
4. Assists the Clerk of Session in maintaining the official membership records of the church and minutes of the session.
5. Attends staff meetings and attends staff retreats.
6. Greets and assists church members and the public and answers the telephone
7. Provides appropriate administrative support to the Pastor, Director of Christian Education and Director of Music.
8. Provides appropriate administrative support to church members at the direction of the Pastor.
9. Accepts other reasonable and appropriate duties as directed by the Pastor.
10. Maintains church member database and provides reports as needed.
11. Assists in the management of the church website.

**Evaluation:** Performance reviews will be conducted annually or as needed by the Pastor as Head of Staff and the session Personnel Committee. The session Personnel Committee will annually review the adequacy of compensation.

*Over*

**Skill Requirements:**

Excellent people skills

Strong written and verbal skills

Computer literate (word processing, spreadsheet, database, email, publishing, and web-Publishing software)

Organizational and problem solving skills

Ability to master use of office machines

Ability to learn new computer skills

Experience and education:

Minimum high School diploma

Minimum five years experience in a relevant field