

# ENSLow PARK PRESBYTERIAN CHURCH

1338 EnsLow Blvd. (near Baskin Robins)

JOB DESCRIPTION

11/2022

## POSITION TITLE: Office Manager

### ORGANIZATIONAL RELATIONSHIPS:

The Office Manager is under the direct supervision of the Pastor and works cooperatively with the Director of Outreach, Music Director, Sexton, Clerk of Session, and Elder leaders of Session teams.

### QUALIFICATIONS:

Individual must have demonstrated exceptional interpersonal and organizational skills. A comprehensive functional knowledge of Microsoft Office Word and Excel is required. Typing, editing, and bookkeeping skills required. Must be able to use a computer for word processing and financial accounting. Data collection skills are also required. Position requires the person to be flexible.

### GENERAL DUTIES AND RESPONSIBILITIES:

The Office Manager is responsible for the technical and clerical duties needed to efficiently: run the church office; prepare for worship services; work with various Session Teams; schedule the use of the building; keep records related to membership and church finances. A current list of specific duties and responsibilities is attached. Changes in these specific duties are at the discretion of the Office Manager's direct supervisor, the Pastor and Session.

### HOURS:

The position of Office Manager is a full-time, salaried position. Specific office hours will be mutually determined by the pastor and office manager. (35 hours per week)

### SALARY:

\$25k - \$29k be determined annually by the Session of EnsLow Park Presbyterian Church.

### VACATION AND COMP. TIME

Commensurate with current personnel policies of EnsLow Park Presbyterian Church.

### HOLIDAYS:

Commensurate with current personnel policies of EnsLow Park Presbyterian Church

### APPLY:

Applications must be submitted by email: [enslowchurchjobs@gmail.com](mailto:enslowchurchjobs@gmail.com)

### TO LEARN MORE ABOUT THIS CHURCH:

<https://www.enslowpresbychurch.org/>

