

JOB POSTING:

Office Manager

The First Church in Oberlin, UCC

The First Church in Oberlin, UCC, is seeking a full-time Office Manager to join the staff of our historic, dynamic, exciting church as we launch significant new initiatives.



General Description:

This position requires a person who is pleasant and able to deal with people easily, comfortably, and cheerfully. This person must be highly organized and efficient, able to work independently without supervision, take initiatives and multi-task. This person must exercise great discretion and the ability to treat confidential material appropriately. Experience with office equipment, computers and software (including Microsoft Office 365), proficiency with electronic communications, and the ability to learn new skills are essential. Experience with databases and web page management is also expected. A minimum of a high school diploma is required.

Work hours are normally 9 a.m. – 4:00 p.m. Monday through Friday with occasional overtime from mid-August to mid-June; and from 9 a.m. - 1:00 p.m. from mid-June to mid-August.

Wages are paid based on hours worked at a rate determined by experience with some benefits negotiable. The hourly rate is in the range of \$14-\$18 per hour. Vacation time of 10 working days per year is standard, in addition to paid holidays. The Office Manager reports directly to and is supervised by the Pastor.

Responsibilities include, but are not limited to, the following categories:

- Office Management (inventory, supplies, mail, process bills, membership database, etc)
- Receptionist (visitors, phone, mail)
- Secretarial support for the Pastor, staff, and committees
- Preparing communications and publications
- Facilities scheduling and management
- Recordkeeping

TO APPLY: Submit a cover letter and resume via <https://bit.ly/2Ms1pQW>

The First Church in Oberlin is an Open and Affirming, Just Peace, Global Mission and Green Justice church. Founded in 1834, today we still emphasize our need to be centered in the worship of God so we may best accomplish the work of God. First Church in Oberlin continues to demonstrate an exceptional commitment to benevolence, mission work, and social action both locally and globally, through its individual members and its collective financial support.