

Redlands United Church of Christ
Job Description – Office and Property Manager

Definition of the Position

Under general supervision of the Senior Minister, the Office Manager provides administrative support to the Senior Minister, other church staff and lay leaders; supports the church treasurer; provides a consistent presence during church office hours; oversees janitorial services and gardening services, sets up and takes down equipment as needed for services and events; and does other work as required.

Organizational Responsibilities

The Office Manager reports to the Senior Minister. The Senior Minister provides day-to-day direction. The Personnel Committee, in partnership with the Senior Minister, oversees performance and evaluation.

This is a part-time position with a minimum of 20 hours a week. A background check is required. There is a three-month probationary period. Salary range \$20 to \$25 hourly with paid accrued sick leave, paid vacation, with a healthcare option.

To Apply

To apply, please send a resume and contact information to cbeswick@redlandsucc.org

Educational Background

High School diploma or equivalent required.

Requirements for the Position

- 1) Knowledge of office and record keeping procedures.
- 2) Skill in operating word processing, publishing, and other programs needed to produce church documents, reports, and materials, and to help maintain the church's website.
- 3) Sufficient knowledge of the Internet to search, access, retrieve, and send information.
- 4) Sufficient typing skill, speed, and accuracy to complete the duties, and the ability to operate standard office equipment including, but not limited to, computers, copy machine, telephones, and scanners.
- 5) Sufficient verbal and written skills to communicate clearly and concisely in English.
Working knowledge of correct English grammar, spelling, vocabulary, and punctuation.
- 6) Ability to maintain strict confidentiality.
- 7) Ability to interact with others in a courteous manner.
- 8) Ability to learn new computer skills as required.

- 9) Ability to exercise independent judgment and resolve clerical or office management issues that might arise.
- 10) Ability to take initiative.
- 11) Ability to work within and promote the congregation's progressive theology, social justice commitments, and "Open & Affirming" witness.
- 12) Ability to prioritize work and to accomplish work assigned in an efficient and independent manner.
- 13) Ability to move furniture in sanctuary and elsewhere in the facility and to set up and take down tables and chairs as needed in other parts of the building.
- 14) Ability to do work that may include using a ladder and using tools as needed for minor repairs.
- 15) Able to lift up to 50 lbs.

Specific Duties:

- 1) Provides reception and presence during church office hours. Greets and assists visitors by answering their questions or directing them to the appropriate source or person.
- 2) Provides clerical support for church staff members and lay leaders.
- 3) Answers the phone and greets visitors, takes accurate, complete messages; delivers messages quickly to appropriate person(s).
- 4) Maintains careful and accurate church calendar of activities and communicates events to the congregation through bulletins, newsletters, REALM and the bulletin board.
- 5) Post bulletin on both Facebook pages
- 6) Post the following on the RUCC Website
 - Sermons, Calendar, Events, The View
- 7) Accurately composes/compiles, and publishes materials for the church including bulletins, newsletters, annual reports, an annual membership directory, and monthly Church Board minutes, with supervisor's input and review.
- 8) Develops and maintains filing systems for both electronic and print archives of church documents.

- 9) Keeps abreast of the people, functions, and structure of the organization, and independently performs tasks to keep the church office running effectively.
 - 10) Responds to inquiries regarding church functions, services, organization, wedding and funeral arrangements and fees, use of facilities.
 - 11) Screens mail and distributes to appropriate staff member or lay leader.
 - 12) Coordinates volunteers to help in the church office, as needed.
 - 13) Orders, arranges payment, and stores all church office supplies and equipment.
 - 14) Manages the use and cleaning of the office equipment, including the maintenance and repair of office equipment.
 - 15) Attends to responsibilities in support of the Treasurer as set forth by the Stewards Committee.
 - 16) Attends staff meetings when available.
 - 17) Manages gardening staff, regularly inspecting grounds.
 - 18) Manages cleaning service, regularly inspecting the buildings.
 - 19) Review stocks and orders any needed custodial supplies, to include bathroom and kitchen supplies.
 - 20) Performs other duties as required.
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