**OFFICE MANAGER JOB DESCRIPTION**

**Primary Function**

The Office Manager is a full-time, 40-hour-a-week, salaried position that supports all the ministries of the church. The person in this position will often be the first point of contact for visitors and partners in ministry (church members). As such, an attitude of welcoming hospitality and good communication skills are essential. This person will be responsible for the coordination of Holy Trinity Lutheran Church’s communication platforms (Facebook Page, website and email), the maintenance of the church calendar, the management of church office functions, and maintenance of all essential records as well as the paper and digital database systems.

**Reporting and Supervision**

The Office Manager reports directly to the Senior Pastor and is accountable to the Pastoral Staff and the Church Council via the Personnel Team.

**Essential Functions**

**Represent Holy Trinity Lutheran Church:**

* Present a professional, calm, and welcoming presence.
* Maintain a high degree of confidentiality.

**Coordinate communications:**

* Assist in the development, implementation, and maintenance of an accurate and timely communication strategy which includes all printed and electronic materials: bulletins, newsletter, all-church email communications, letters, reports, press releases, social media platforms, website and calendar.
* Ensure phone coverage during office hours.
* Act as a hub for the coordination and collection of all church communications.
* Schedule, communicate and assist with electronic meetings on Zoom.

**Manage office and maintain records:**

* Under the Pastoral Staff’s direction, oversee the management and maintenance of all official records and files of the congregation: meeting minutes, parish records, legal documents, tax matters, contracts, major purchases, service agreements, warrantees, etc.
* Enlist and train office volunteers as necessary and perform and oversee administrative support to pastors and ministry staff.
* Ensure, with assistance, a working IT environment for all users.
* Manage the development of the annual report to the congregation by compiling reports from all committees and organizations within the congregation.
* Order and maintain office supplies and equipment.
* Coordinate communication with office volunteers, the funeral coordinator, and ministry leaders.
* Coordinate maintenance of membership database as to all matters except offering.

**Assist with property management:**

* Acquire bids, obtain necessary signatures, and oversee the providing of various services or the procurement of equipment in cooperation with the property committee and or ministry staff.
* Coordinate and/or schedule maintenance work on all facilities, property and systems including software and hardware replacement and updates.
* Coordinate with the property committee on monitoring preventative maintenance, maintaining property and keeping an equipment inventory list.
* Assist in developing and maintaining an effective emergency management, safety, and security program.
* Perform all other duties or work as needed or required.

**The Successful Candidate Will:**

* Maintain confidentiality.
* Have at least three years of progressively responsible secretarial/clerical experience working in two or more of the essential functions provided by this position, preferably in a non-profit or church environment.
* Have working knowledge in all of the functions provided by this position.
* Demonstrate strong supervision, organizational, leadership, and management skills.
* Possess excellent interpersonal/communication skills: listening, writing, and speaking.
* Assertively communicate with pastors, congregational leaders, staff, and the public in an effective, clear, positive, and persuasive manner.
* Be a self-starter who demonstrates an ability to make sound decisions and takes independent action with confidence.
* Possess the ability to manage multiple priorities and tasks with interruptions.
* Demonstrate intermediate to advanced skill in the use of office equipment, computers and related software including Microsoft Office, Microsoft Publisher and Zoom.
* Demonstrate an ability to manage and utilize social networking platforms and electronic communication technologies (web sites, etc.) to effectively communicate.
* High School diploma or equivalent required. Bachelor’s degree preferred.

**Other Requirements**

This position requires a background check and record of Covid vaccination. Most of the work in this position is done within an office environment requiring minimal physical activity. Some lifting of objects less than 40 pounds, stretching, bending squatting, sitting, typing, and other activities related to office work will be required.

**Hours of Work, Compensation, Benefits**

* Hours of Work: Approximately 40 hours a week. The normal office hours are Monday--Friday 8:30 a.m.—4:30 p.m. (with 30 minute lunch). There may be some flexibility in establishing the office hours depending on the candidate.
* Compensation based on experience, $35,000-$40,000.
* Medical benefit allowance of $500 per month.
* Vacation: 2 weeks (increased with years of service), plus national holidays as outlined in the personnel manual.