

## CHURCH OFFICE MANAGER

**Job Summary:** The position is responsible for efficient and effective church office administration, while maintaining a hospitable and helpful environment. Candidates must be detail-oriented and organized, good at multi-tasking, able to prioritize, be self-motivated and able to work well with others.

**Hours:** 24-32 hours/week M-F, occasional evening or weekend work.

**Compensation:** \$20-23/hr

## ESSENTIAL FUNCTIONS

### General Administrative

1. Provide a hospitable presence to visitors, and members.
2. Coordinate building use, scheduling and custodial needs.
3. Administrative and communications support for Senior Pastor.
4. Financial administrative support.
5. Administrative support for Church Council and other programming initiatives.
6. Administrative support for member engagement and newcomer connections.

### Office Management:

1. Responsible for main office coverage and responding to phone calls, emails and visitors
2. Ensure dependable office technology, building security, and supplies, including computer network, software tools, online services, security system, fire system, telephones, mail distribution, and membership database. Provide for training and changes/repairs as necessary
3. Organize, update, and maintaining church files, records and membership information
4. Organize office, supply room and related storage in clean and orderly fashion
5. Produce annual reports, print mailings, council packets, and conference forms
6. Financial data entry and bill pay
7. Responsible for maintaining building calendar and coordinate building use by various groups with staff, members and outside groups
8. Provide administrative support for church activities and events

## CORE COMPETENCIES

**Communication Skills:** Possess the ability to express thoughts and feelings clearly, openly,

authentically, and theologically. Communicate appropriately according to the situation at hand.

**Interpersonal Skills & Volunteer Management:** Demonstrate enthusiasm and initiative when interacting in the congregation at-large. Possess the ability to identify and solve problems, handle conflict, and engage in honest conversation. Work well with church staff, congregation members, and volunteers. Provide direction, gain commitment, facilitate change, and achieve results through the efficient, creative, and responsible use of volunteers.

**Creativity and Innovation:** Generate new ideas. Make new connections among existing ideas to create fresh approaches. Take acceptable risks in pursuit of innovation. Learn from mistakes. Use good judgment about which creative ideas and suggestions will work.

**Administrative Skills:** Understand basic budgeting, resource management and planning. Implement and adhere to Safe Sanctuaries policies. Amenable to supervision.

**Integrity and Trust:** Be seen as trustworthy by others. Practice direct, honest, and transparent communication. Keep confidences. Admit mistakes. Operate with no hidden agendas. Respond to situations with constancy and reliability.

**Hospitality:** Generate a sense of hospitality and accessibility. Support a culture of welcoming and connection in the life of the congregation.

**Relationships:** Reports to Senior Minister, serves as a member of the Staff Team and is accountable to Church Leadership (Church Council, Staff-Parish Relations Committee)

## **QUALIFICATIONS**

- **Prior Experience:**
  - Office management experience, preferably in a large church or non-profit setting
  - Demonstrated ability to work collaboratively and foster teamwork
  - Proven ability to communicate effectively to diverse groups and across generations
  - Previous experience managing hourly employees and scheduling, and experience training & coordinating volunteers
  
- **Technology:**
  - Familiarity with Apple and PC environments
  - Advanced proficiency with database software, Quickbooks (strongly preferred), Microsoft Office suite, and Google calendar.
  
- **Education:**



- 4-year Bachelor's degree in any field preferred

**To apply:**

Email resume and cover letter, including experience to:

Hamline Church United Methodist

Attn: Rev. Mariah Tollgaard [mftollgaard@hamlinechurch.org](mailto:mftollgaard@hamlinechurch.org), with title, "Office Manager"

Applications for this position will remain open until filled.