

Pay: \$24,000.00 - \$26,000.00 per year

Job description:

Work Location: In person

Job Summary

Minimum Qualifications:

Education

High School Diploma or equivalent; Some college a plus.

Work Experience.

- 3-5 years of experience in office management or similar business environment

Interpersonal Skills

- Excellent interpersonal skills with a friendly and caring demeanor
- Experience in effectively working with people from a variety of backgrounds and of various ages
- Ability to maintain strict confidentiality.

Other Skills

- Proficient in operating and managing office equipment
- Proficient computer skills and excellent knowledge of software such as Microsoft office Suite
- Proficient in word processing, database applications, and spreadsheet management and applications to complete various church publications.
- Ability to manage multiple priorities and requests for assistance to effectively manage day-to-day office operations.
- Ability to work collaboratively with key holders and constituent groups, including staff, volunteers, visitors, families, church leaders and congregants.
- Proficiently manage phones and resulting messages etc.
- Performs other duties as assigned.

Working Conditions

- The work environment is an office setting and the work is performed at a desk most of the time. Occasional standing, walking etc as needed to assist those visiting the office.
- Operation of standard office equipment is required.
- Physical Requirements Ability to lift 35 pounds (receiving shipments of supplies, for example). No other extreme physically demanding requirements.
- Decision-Making and Discretion Work is performed under the general supervision of the Pastor who will provide general direction. This staff member also works as needed with other church committee chairs and staff. The Secretary /Office Manager is responsible for establishing and promoting an efficient, safe, secure and productive church office environment. Daily activities are conducted with a high degree of independence. Pastor may be consulted on issues related to schedules, sensitivity or controversy.