Office Manager

Campus: Greenbush
Reports To: Lead Pastor Greenbush
Status: Part Time

<u>Position Purpose:</u>

To coordinate and oversee all aspects of office administration at the Greenbush Campus.

<u>Principle Responsibilities Breakdown:</u>

20% Lead Pastors Discretion
30% Information Management
50% Campus Administration

<u>Responsibilities:</u>

Responsibilities include but are not limited to the following:

- **Meetings:**
  - Attends staff meetings
  - Attends staff retreats
  - Meet with Lead Pastor as necessary

- **Communication:**
  - Adopt a "No Surprises" communication philosophy.
  - Take ownership for all typos, errors, and poor-quality media, *(This is shared will ALL staff PT/FT/TEMP/INTERN)*
  - Keep the Lead Pastor informed of positive happenings and problems that would be of concern to him.
  - Answer office phone and respond to questions regarding service times, facility usage, etc. and communicate all necessary information to facility manager and ministry leaders

- **Collaboration with the Central Support Administration Team:**
  - Submission of Income Forms (Ministry Generated Income, Café Sales, etc.)
  - Counting Ministry
    - Preparation of money from:

- Offering Safe
- Ministry Safe
- Late Offering Box
  - Oversee Campus Counting Team. (Recruit, train, and supervise)
- Submission of IT Help Desk Tickets
- Coordinate with Contracts and Projects Manager for any contracts involving professional services, rentals, leases, etc.
- Submission of Misc. Campus Forms.
  - Pre-marital Counseling
  - Lay Counseling
  - Membership Applications

- **Intake and Distribution of:**
  - Facility Forms
  - Ministry Partner Volunteer Forms/Applications
  - Registrations for all classes & events
  - Create manual forms for class/event registration which include all needed data
  - Maintain office email account & respond accordingly to all correspondence
  - Mail-incoming & outgoing, stamps, packages, etc.

- **Database – Planning Center Online (PCO)**
  - Website registrations
  - Visitor cards, welcome letters & visitor input into Planning Center Online (PCO)
  - Add names from visitor cards to people list created in PCO
  - Administrative pieces for 100, 201, 301, Personal milestone events (recording in PCO)
  - Other PCO items, that may not be listed above.
- **General Administration**
  - Front Desk & Receiving
  - Special Projects (Administrative Projects, assisting with other staff as time permits).
  - Supply Ordering for:
    - All office supplies and recycling of used ink cartridges
    - Ministry/Staff kitchen supplies
    - Standard supplies not ordered by other ministries
  - Oversight of office equipment such as copier, fax & phones, etc.
  - "Own" the copy machine, copy supplies, storage room & ministry kitchen (i.e. maintain organization & cleanup)
- Communicate updates to ministry leaders as needed

- Manage weekly email distribution list on MailChimp

Role Requirements: The right person for this role will possess the following qualities and skills:

- Faith:
  - o Required:
    - ▪ Mature Christ Follower
    - ▪ Grace Membership
  - o Desired:
    - ▪ Christ Follower for 5 years or more
    - ▪ Grace Membership for 3 years or more

- Gifts:
  - o Required:
    - ▪ Administration
    - ▪ Serving
  - o Desired:
    - ▪ Mercy
    - ▪ Hospitality

- Skills:
  - o Required:
    - ▪ Microsoft Office (Word and Excel)
    - ▪ Technical proficiency
    - ▪ Excellent interpersonal skills, including dealing with the public as well as the staff and congregation.
  - o Desired:
    - ▪ A strong team player

- Experience and/or Education:
  - o Required:
    - ▪ High School Diploma/ GED or higher
  - o Desired:
    - ▪ Previous administration or office management experience