



JOB DESCRIPTION: OFFICE MANAGER

Summary:

This is a part-time, exempt position (estimated 30 hours per week) with the primary responsibilities of managing the ongoing function of the church office, website maintenance, and reception duties.

Qualifications:

- Preferred availability to attend Redeemer
- Passionate love for Christ and a strong spiritual life
- Friendly and outgoing, with a love for serving others
- Ability to prioritize tasks and meet deadlines
- Ability to multitask and innovate when new challenges arise
- Proficiency in:
 - Google G Suite
 - MS Office Suite
 - Adobe Creative Suite
 - Church Management Software (Shelby)
 - WordPress Content Management
- Minimum of a high school diploma (college a plus)
- 2 years' experience as an administrative assistant in an office setting
- Excellent verbal and written communication skills

Responsibilities:

- Develop and maintain office procedures
- Coordinate with custodial staff
- Provide administrative support to care, connect, children and youth ministries, as requested, including but not limited to:
 - document preparation
 - graphic design
 - event planning and support (ex: memorial services, outreach events, VBS)
- Oversee phone, mail, and digital communications and systems
- Maintain church office supplies and office equipment
- Prepare weekly bulletin and inserts
- Maintain church membership database
- Prepare church-wide mailings
- Update church Website as needed
- Manage church calendar
- Process weekly church attendance and prepare reports
- Manage CD ministry and online teaching ministry
- Attend weekly ministry staff meetings
- Perform other tasks, as needed