



JOB DESCRIPTION: OFFICE MANAGER

Summary:

This is a part-time, exempt position (estimated 30 hours per week) with primary responsibilities of managing the ongoing function of the church office, providing administrative support for pastoral staff, event planning and support, maintaining church calendar, coordination of service opportunities and volunteers, weekly bulletin preparation, 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
- Availability to work during established church office days and hours
- Ability to prioritize tasks and meet deadlines
- Ability to keep the office area well organized
- 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)
- Minimum of two years' experience as an administrative assistant in an office setting
- Excellent verbal and written communication skills

Responsibilities:

- Develop and maintain office procedures
- Coordinate church schedule 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 (e.g., memorial services, outreach events, VBS)
- Manage church calendar and coordinate scheduled facility use
- 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
- Process weekly church attendance and prepare reports
- Coordination on lining up volunteers with service opportunities
- Manage CD ministry and online teaching ministry
- Attend weekly ministry staff meetings
- Perform other tasks as needed