



## Oglethorpe Presbyterian Church

[www.opcbrookhaven.org](http://www.opcbrookhaven.org)

### **OFFICE MANAGER POSITION**

Permanent Part-Time • 20 Hours a Week • Hourly wage for this position is \$20 an hour • Supervised by Pastor Responsible for maintaining day to day operations of church, assisting the pastor and ministry teams in their work, and managing the needs of the church facility.

### **Oglethorpe Presbyterian Church (OPC) is...**

An intergenerational community where God's children of all ages are called to **connect** with one another, participate, and lead in the life of the church. OPC is a loving community that believes in offering opportunities to **grow** in faith through worship, education, and music. OPC is a church that is always looking outward to **serve** the needs of the community as Christ leads. OPC is a church of welcome, seeking to cultivate a sense of **belonging** for all who are seeking a church home.

### **Job Qualifications:**

1. At least 2 years of office work experience (ideally in a church setting).
2. Proficiency in Microsoft Office Software (Word, Excel, Publisher) and mobile technology.
3. Good interpersonal communication, organizational, and computer skills.
4. Strong flexibility and adaptability; ability to multi-task and prioritize.

### **Office Manager Responsibilities:**

1. Be first wave of welcome and security during church office hours: Monday through Thursday, 9:00am to 2:00pm.
2. Communicate with groups wanting to use OPC facilities.
3. Manage membership and pledge donations databases.
4. Serve as communications central between church, staff, and preschool. Oversee scheduling of programs, events and maintenance on the church calendars.
5. Supervise Communications Assistant, and in coordination:
  - a) Ensure weekly bulletin and insert are assembled, printed, and brought to sanctuary by Friday.
  - b) Assemble and publish weekly e-news, monthly newsletter, and any other communications of the church.
  - c) Upload and save Podcast from worship.
6. Order office, church, and maintenance supplies.
7. Coordinate with pastor to provide resources for officers.
8. Facilitate background checks and paperwork for new hires and children/youth workers.
9. In coordination with Grow team, maintain list of Stewards of Children graduates for church and preschool. Complete and file annual renewal for Partners in Prevention Program.
10. Interface with preschool.
  - a) Participate with the preschool in fire drills, intruder drills, and help with emergency procedures.
  - b) Communicate with preschool about shared space and maintenance needs.

- c) Get approval from preschool for room rental requests when preschool is in session.
- 11. Manage the weekly Sunday worship volunteers list.
- 12. Attend staff meetings.

### **Facility Manager Responsibilities**

1. Coordinate with cleaning staff provider.
2. Call for recycling pick up.
3. Purchase maintenance supplies.
4. Schedule regular maintenance (pest control, filter changes, fire extinguishers, etc.).
5. Schedule and coordinate contractors doing repairs and/or improvements.
6. Serve as liaison with groups using the facility.
7. Inspect the facility regularly to check for maintenance and cleaning issues.

### **Behavioral Expectations**

The Church Administrator is expected to behave in accordance to the Personnel Policies of Oglethorpe Presbyterian Church, reflecting the values of this church. All church staff are expected to embody good communication skills, a spirit of teamwork, and thoughtful decision making.

Work is generally performed in the church office or meeting room setting with a moderate level of noise. Outside of the hours the church office is open, the church administrator is welcome to not answer phones or the door to accomplish needed work.

The Church Administrator will be expected to pass a background check. Once hired, he/she will also be required to complete *Partners in Prevention – Darkness to Light* child protection training.

Interested parties, please contact:

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