



OFFICE MANAGER JOB DESCRIPTION

Accountable to: Lead Pastor and Executive Pastor

Staff Advisor: Jared Clausen

Hours: 21 hours per week. Monday 8:00am-3:00pm and Tuesday – Thursday 9:00am-3:00pm (unpaid hour lunch each day)

Revised: April 15th, 2024

BASIC QUALIFICATIONS

- Works well with people
- Good communication skills (face-to-face, telephone, email)
- Upholds a high level of integrity and confidentiality
- Strong organizational abilities and attention to detail
- Team player
- Proficient in composition and writing skills
- Adept in general computer skills
- Proficient in Microsoft Office (Excel, Word, etc.)
- Supervisory experience

BASIC FUNCTION

- Operate as the main administrative support for the Pastoral and support staff of Freedom Church
- Supervise Administrative Assistant if applicable
- Primary administrative support for Freedom Partnership
 - Maintain partnership application & reaffirmation files & electronic records
 - Manage partnership prayer email schedule; edit and send emails
 - Send personalized birthday cards to partners
 - Coordinate partnership reaffirmation process
 - Assist Executive Pastor in planning new partner classes and assembling new partner packets

- Organize church-wide events such as picnics, volunteer appreciation, Hollydazzle, etc.
- Process connection cards for prayer requests, volunteers, contact info, and newsletter opt-ins
- Attend Monday morning staff meeting and generate prayer requests and agenda on Leadr
- Maintain data files for attendance and volunteer numbers
- Complete annual report (ACMR)
- Manage church correspondence (telephone, email, mail)
- Collate reports and get to appropriate people in a timely fashion (attendance, prayer requests, visitor information, volunteer, etc.)
- Maintain church's database via Planning Center
- Weekly update order of service in Planning Center with Executive Pastor and send email to service assignees
- Update Google calendar for all events (includes rentals and building reservations, church events, staff planning items, etc.) and alert staff of upcoming events
- General office tasks (filing, letter writing, printer upkeep, etc.)
- Order basic office supplies (printer paper, ink, cards, etc...)
- Book outside locations for church-wide events (e.g., Town Square, Riverside Park, etc.)
- Book hotel rooms when needed for missionary guests, special speakers, or pastoral staff when they go to ministry events, etc.
- Process wedding requests
- Attend weekly meetings with Executive Pastor
- Ensure effective communication between ministries
- Function as the staff contact for the Care Connect team to facilitate thank you notes, sympathy cards, flowers, gifts, and meals to people in our church and community
- Maintain groups on PCO for website Connect Groups
- Organize Missionary newsletters and communication between them along with the Missions team
- Other tasks as necessary