

Oak Hill United Methodist Church
Office Manager
Job Description

Reports to: Director of Finance and Operations Effective: 10/1/21
Directly Supervises: Volunteers
Status: Part Time – 20 -25 hours per week
FLSA Non-Exempt

Job Summary

Support the mission of Oak Hill by performing administrative functions for the church in order to empower the congregation to serve its mission.

Essential Functions:

- Serve as the initial welcome and information resource person in the church office.
- Maintain church database (Shelby) for tracking, updates and reporting related to membership, attendance, and staff and volunteer required safety training. Notify supervisors and/or pastors of changing attendance patterns.
- Oversee guest follow-up process.
- Develop, prepare, and distribute bulletins, flyers, and correspondence according to the developed schedule.
- Provide administrative support (including preparation of documents, presentations, photos, and videos) for the pastors, church staff and ministry teams.
- Coordinate volunteer coverage to support office functions.
- Coordinate all aspects of baptisms, funerals, and weddings with the pastors and appropriate staff.
- Help prepare monthly and annual reports.
- Maintain the Church Calendar and rental agreements.
- Prepare agendas and other items needed for meetings as assigned.
- Maintain and purchase church office equipment and supplies.
- Coordinate staff birthday celebrations and provide support for other events.
- Provide staff support for ministry leaders in their work.
- Process mail.
- Distribute church keys and maintain accurate records in accordance with church key policy.

Other Responsibilities:

- Other duties as assigned.
- Schedule may need to be adjusted depending on the events/workload for the week.

Preferred Qualifications:

- Associate's or Bachelor's degree from accredited college or university.
- 3-5 years' experience in administrative, detail oriented work. Experience working in a church or non-profit ministry a plus.
- The ability to communicate effectively and kindly, both verbally and in writing, and give clear direction.
- Strong organizational skills, with a personal attention to detail.
- Excellent computer and word processing skills.
- Ability to use social media tools, including accessing web sites and editing photos and video.
- History of servant leadership and the ability to work collaboratively with pastoral and non-pastoral staff, lay leaders, and committee chairs.
- Exhibits a mature Christian faith and commitment to Christ and the Church.

Physical Requirements:

- Ability to lift up to 20 pounds and carry for 100 feet.

Core Competencies:

- **Team Player:** Works well with staff and ministry leaders to further the ministry of Oak Hill. Sees each ministry as part of the larger mission of the church. Supports and encourages others, works collaboratively with ministry leaders, and resolves conflict in a positive manner.
- **Ministry Ownership and Initiative:** Assumes responsibility for ministry areas. Obtains appropriate guidance and implements new ideas to further Oak Hill's mission. Works independently with little supervision.
- **Attention to detail:** Pays attention to details to ensure ministries are done with excellence. Facilitates organizational issues so that the congregation can engage in ministry. Identifies mistakes and takes corrective action. Recognizes details and trends that need to be brought to attention of supervisor.
- **Interpersonal:** Demonstrates ability to work well with others. Actively listens, accepts constructive criticism and ideas, and addresses conflict in a positive manner. Encourages others and holds them accountable. Ability to work with interruptions and is encouraging and caring of others.
- **Confidentiality:** Maintains confidentiality. Recognizes appropriate information to share with pastors and church leaders.
- **Spiritual Maturity:** Demonstrates a commitment to grow in an ever-deepening relationship with God through active participation in worship, church community, intentional spiritual growth, and committed service. Keeps mission of church central to all activities.
- **Self-Awareness:** Able to recognize when situations need to be brought to the attention of pastors. Adaptable and responsive to changing situations.

Apply: Send your resume with at least three job references and their contacts to; jobs@oakhillumc.org