

## **CHURCH OFFICE MANAGER FIRST CONGREGATIONAL CHURCH, AUBURN**

The Church Office Manager works under the supervision of the Senior Pastor or Associate Pastor. The reporting location is First Congregational Church of Auburn (United Church of Christ), 710 Auburn Ravine Road, Auburn, CA 95603.

The Workdays and Hours: Four days a week, 20 hours per week. Some flexibility is available. The church office is expected to be open to the public 9 am to 1 pm, 4 days/week.

The salary is \$18.00 per hour. No benefits.

In addition to the technical skills requirements shown below, the following Personal Skills/Traits are highly sought for this position.

1. Possession of a pleasant demeanor, with an ability to greet office visitors, convey friendliness and knowledge over the phone, and remain patient and tolerant in a, at times, busy office.
2. Discretion with confidential or privileged information; professional in work ethics.
3. Willingness to become knowledgeable about church policies and activities to provide answers to questions from church members and the broader public.
4. Compassion in dealing with personal and spiritual issues and concerns.
5. Ability to multitask, meet deadlines, ensure accuracy and anticipate tasks to be accomplished.
6. Strong organizational skills, including ability to maintain files and records and keep the office environment neat and orderly, professional and maintain adequate office supplies.
7. Demonstrated good writing skills and attention to detail.
8. Strong motivation, self-direction, dependability, flexibility and pride in work performance.
9. Demonstrated professional attitude and ability to work well with others.

### **Technical Skills Requirements**

1. BA/BS preferred, or a combination of education and relevant experience.
2. Proficiency in computer skills, including, but not limited to, desk-top publishing, word processing, Excel – spreadsheet and database management
3. Experience with office machinery (and maintenance) including, but not limited to, telephone system, Risograph, copier, paper folder, postal meter, and laminator.
4. Ability to learn new automated systems.

### **The Office Administrator will be responsible for the following DUTIES:**

1. Acts as point of contact for church members and the public, providing information to members and the public by mail, telephone, email and social media.
2. Produces documents, e.g., certificates for various occasions, presentations and publications for the church using the full suite of available office programs, including the monthly newsletter (Crossword) from articles submitted by various Board Chairs, ministerial staff and others.
3. Prepares correspondence and documents as directed by the Pastor(s) and/or officers.
4. Maintains schedules and church calendars for the staff and Boards, including notification of Worship volunteers and custodial staff.
5. Supports Church Boards as needed.
6. Notifies Church Clerk of any changes within church membership.
7. Refers inquiries concerning all facility rentals to a designated individual responsible for rental issues.
8. Prepares assignments for and supervises temporary and volunteer office help.
9. Is prepared for other responsibilities related to the functioning of a church office that can occur on a regular, intermittent, or irregular time basis.