

LWCC Office Manager Job Description

Part time position, 10-12 hours/week (3 mornings) beginning Summer 2015.

Overview: The Living Water Community Church office manager will be responsible for organizing and coordinating office operations and procedures; interfacing with visitors, volunteers and members; serving as a liaison with various internal committees and individuals in order to ensure effectiveness in carrying out the vision of the church.

Reports to: Coordinating Pastor

Responsibilities include:

- **Communication:** Appropriately direct and respond to general church mail, phone, email and in-person messages or inquiries; provide reception for door and phone; prepare a broad range of print materials and reports; oversee website development and maintenance. Attend weekly staff meetings.
- **Facilities and Equipment:** Schedule facility use; serve as liaison with Building Committee and Building Manager to communicate building needs; oversee maintenance of general office equipment; purchase supplies, including those requested by the custodian.
- **Bookkeeping:** If desired and feasible, basic bookkeeping tasks such as weekly deposits and check-writing may be gradually added. The possibility exists, but is not imperative, for the Office Manager to eventually take on full bookkeeping responsibility.
- **Record keeping:** Develop and maintain – database, visitor records, general church files and reference materials including policy and procedure manual, counseling and community services directory, music overhead and demographic information needed to prepare reports requested by CCLI, MCUSA, etc.
- **General:** Assist in supervision of interns/volunteers/custodian, attend weekly staff meetings, provide additional office support for Pastoral staff, Building Manager and elders as needed.

Knowledge/Skill Requirements include:

- Ability to multi-task and maintain priorities in a varied interpersonal and administrative role.
- Knowledge of office administration.
- Excellent interpersonal and team building skills.
- Analytical, organizational and problem solving skills.
- Excellent English verbal, written and listening communications skills. Proficiency in a second language a plus.
- Attention to detail and high level of accuracy.
- Extensive experience in Microsoft Word, Excel, Access (or comparable database) and internet/email applications. Accounting software experience a plus.

Personal Qualifications include:

- Membership in Living Water Community Church.
- Ability to maintain strict confidentiality.
- Respectfulness.
- Cultural awareness and sensitivity.
- Flexibility and ability to work independently
- Demonstrated sound work ethic

Salary: \$8,775 - \$11,700

Respond:

Please send email response and resume to Ellen Lindsey at erolindsey@gmail.com and Luanne Redmond at lu.redmond@gmail.com.