

# **Job Posting: Office Manager (Part-Time)**

Reports to: Lead Pastor

Hours: 20–24 hours per week

Location: Valley Evangelical Free Church / Chaska, MN

## **Overview**

Valley Evangelical Free Church is seeking a part-time Office Manager to provide administrative leadership and organizational support to our pastors, staff, and ministry leaders. This role ensures that the church office operates with clarity, hospitality, and effectiveness in support of our mission to bring glory to God by calling all people into an abundant life with Jesus Christ.

## **Core Responsibilities**

- Oversee daily office operations, systems, equipment, and supplies
- Maintain membership records, databases, calendars, and confidential files
- Coordinate church communications including bulletins, announcements, and e-newsletters
- Assist with website updates and ministry communications
- Provide administrative support for events, weddings, funerals, and facility use
- Coordinate volunteers and support ministry scheduling needs
- Offer financial and budget support in coordination with the Treasurer
- Identify and implement improved office systems and procedures

## **Qualifications**

- Growing and mature relationship with Jesus Christ
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and willingness to learn church management systems
- Ability to maintain confidentiality and handle sensitive information wisely
- Warm, hospitable presence and ability to work with diverse teams

## **Expectations**

- Maintain professionalism, discretion, and reliability
- Work collaboratively with pastors, staff, and volunteers
- Communicate clearly and represent the church with integrity
- Support the mission, values, and ministry priorities of the church