



NEW HOPE CHRISTIAN CHURCH

HELP, HOPE & A HOME

OFFICE MANAGER JOB DESCRIPTION

New Hope's Office Manager assists in disciple making by overseeing the daily operations of the office and all communications while providing support for both the senior pastor and other paid staff responsible for programming. Office Manager is a member of the New Hope Staff and reports directly to the senior pastor.

Specifics

This is a 28-hour position (Monday, Tuesday, Wednesday, and Thursday). The work coincides with normal office hours (9:00 a.m. – 4:00 p.m. Monday – Thursday).

Ministry Duties and Responsibilities

Manage the daily operations of the church office. Here are a few additional responsibilities:

- Enlist volunteers to help with projects, as needed.
- Typing and mailings.
- Send email prayer requests, notices, etc.
- Prepare weekly worship bulletin, monthly updates, and calendars.
- Prepare staff meeting agenda and meeting summary each week.
- Update weekend attendance records in the data base.
- Manage mail, building use, and van usage.
- Handle light banking operations and manage invoices.
- Keep an up-to-date calendar of vacations and personal days for staff.
- Update web-based communications and TV monitors in the lobby.
- Keep small group rosters, materials, and group information up-to-date.
- Send weekly reminders to volunteers.
- Schedule or coordinate maintenance and up-keep of church building.

SKILLS:

- Able to greet public in friendly, professional manner in person or on the telephone and follow-up to ensure questions are answered.
- General working knowledge of office equipment such as postage meter and copy machine.
- Able to be flexible and address change calmly.
- Able to work independently, multi-task and prioritize work, as assigned.
- Has working knowledge of Microsoft Publisher, Excel, Outlook, & Word.
- Problem solving experience.
- Trustworthy, able to keep church information confidential.

To apply, please submit a resume to Joe Coquillard (joe@newhopewashington.com) and Brian Stuffle (brianstuffle@gmail.com).