

**Communications and Office Manager
Salem Covenant Church
Job Description**

Reports to: Executive Pastor
Supervises: Receptionist/Calendar Coordinator, Pastoral Administrative Assistant, Administrative Assistant
Status: Full Time
FLSA: Non-Exempt

Position Summary: The Communications and Office Manager will be responsible for the overall communication plan of the church, the management of the office functions and providing administrative and project support for senior pastoral leadership.

Essential Functions:

- Develop a comprehensive strategic plan for communication for Salem. Creating, providing direction for and oversight of all aspects of internal and external communication. Evaluate results of the strategy and make adjustments as needed.
- Maintain, update, and develop the church website and other social communication outlets.
- Adhere to Salem's style guide to ensure the production of high-quality, error free communication.
- Oversee the workflow of the office and administrative support staff.
- Work alongside the Multimedia Director in the development of resources for worship services and other all church events.
- Develop and administer the administrative services budget and give oversight to purchasing of office supplies.

Other Responsibilities:

- Support Salem's mission, ministries, policies, and procedures.
- Represent Christ's love and care in contacts and relationships with church members, co-workers, visitors, and the community beyond Salem.
- Function collaboratively with staff and ministry teams.
- Pursue continuing education as appropriate.

Minimum Qualifications:

- Deep commitment to Christ and the ministry of the church.
- Strong computer skills in word processing, spreadsheets, presentation software, databases and publications.
- Warm, pleasant, and welcoming persona both on the phone and in person.
- Strategic thinker with attention to detail.
- Strong leadership and supervisory skills.
- Strong communication, and organizational skills.
- Able to maintain confidences and protect privacy.

Core Competencies:

- **Spiritual and emotional maturity:** Loves Christ, the Church, and people wholeheartedly and well, and leads others to do so, too, by word, action, and example. Exhibits and nurtures a deep and growing spiritual life, emotional self-awareness and health, and strong, mutually supportive relationships at home, with friends, with colleagues, at church, and beyond.
- **Humble:** Exhibits humility, shares credit, quick to point out the contributions of others and slow to seek attention for his/her own, emphasizes team over self, and defines success collectively rather than individually. Humble team players neither think too highly of themselves nor too little; their focus isn't on themselves, but on helping the team, team members, and the church as a whole succeed in fulfilling God's call.
- **Hungry:** Continually seeking to learn, grow, and serve better, showing a manageable and sustainable commitment to doing the job well, eager to go above and beyond the minimum required to accomplish vision and goals. Willing and able to work autonomously and with others to pursue Salem's vision.
- **Smart:** Emotionally and relationally intelligent; skilled at being interpersonally aware, appropriate, and effective. Able to listen to the words and read the body language of people and groups, to consider the potential impact of his/her own words, body language, and actions, and to intentionally speak and act in ways that are most effective in helping all move forward in healthy, productive, positive ways.
- **Team Development:** Encourages and supports people in discovering, developing, and engaging their gifts and skills in service; invites people onto teams; leads teams successfully by creating strong morale and spirit in the team; leads courageously through challenges; shares wins and successes; defines success in terms of the whole team; creates a sense of belonging and pride in the team.
- **Project Management:** Identifies the key objectives and scope of a proposed project; secures needed resources and project support; develops a realistic and thorough plan for achieving key objectives; communicates clearly with team members; implements action plans, identifies and resolves barriers and problems.