

Office Manager
Salem Covenant Church
Job Description

Reports to: Executive Pastor
Supervises: Receptionist/Calendar Coordinator, Creative Producer
Status: Part Time
FSLA: Non-exempt

Position Summary: The Office Manager will be responsible for the daily management of the office functions and provide administrative support for pastoral leadership.

Essential Functions:

- Oversee the workflow of the administrative support staff.
- Manage the overall communication strategy to ensure that information is being communicated in a variety of ways to the Salem community.
- Assist pastoral staff and ministry team leaders with correspondence and ministry projects (i.e. Congregational Care, Confirmation, Prayer Ministry, Salem 101).
- Evaluate effectiveness of publications and reports, making recommendations for appropriate changes and overseeing the implementation of those changes.
- Complete denominational statistical reports.
- Maintain church database.
- Provide support to the production of worship bulletins and programs.
- Oversee the preparation of mailings.
- Oversee the maintenance of office equipment.
- Worship support (i.e. paraments, Scripture readers)
- Answer phones and greet visitors as needed.
- Adhere to Salem's style guide to ensure the production of high-quality, error free communication.
- Develop and manage the administrative services budget and purchase 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.
- Computer skills in word processing, spreadsheets, presentations, databases, and publications.
- Strategic thinker with attention to detail.
- Strong leadership and supervisory skills.
- Warm, pleasant, and welcoming persona both on the phone and in person.
- 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, inviting and integrating feedback, graciously accepting direction from supervisors, 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.