

# Job Description – Office Manager

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Staff Person:

Supervisor: **Lead Pastor Vicki Gordy-Stith**

Background: The Epworth office supports our Lead Pastor, our part-time pastor, and three additional staff program directors, who work collaboratively with the entire staff to plan and implement ministries that make a difference in each of our four mission areas: Inviting, Belonging, Connecting, and Caring.

## Job Description for Office Manager:

Purpose: To work with the Staff and Governing Board to support the ministries of Epworth Church by collaborating with the pastors and the program directors and supervising the Daily Office Volunteers (DOV's) to implement strategies that fulfill our vision and mission.

## Responsibilities:

- Supervise and Support
  - Supervise and support Custodial Staff
  - Train and coordinate Daily Office Volunteers
  - Coordinate and support mailings
  - Support Staff Parish Relations Committee in keeping employee records for use of vacation holiday and sick time
- Administrative
  - Prepare presentations and reports, including Charge Conference and Statistical Reports
  - Prepare and print funeral bulletins
  - Oversee and support the Membership Secretary with recording attendance, new members, baptisms, transfers, and deaths
  - Oversee and support the DOV responsible for flower arrangements
  - Provide administrative support to the pastors and program directors
  - Assist with social media (Facebook) and web content, in coordination with the Pastor of Community and Communications
- Facility Management
  - Serve as building scheduler, utilizing QuickBooks to invoice renters and a web calendar to direct staff and volunteers for set-up
  - Coordinate with Trustees to oversee all contacts and bid requests for service and maintenance of the facility (HVAC maintenance contract, custodial equipment and supplies, snow removal contract, landscape contract, etc.)
  - Responsible for facility maintenance policies and procedures to include, but not limited to, first-aid readiness, fire drills, slip and spill procedures and OSHA compliance, ADA mandates
  - Coordinate facility maintenance and expenditures with the Trustees

# Job Description – Office Manager

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- Technology Management
  - Coordinate with the Pastor of Community and Communications to ensure that the church staff and volunteers have the necessary hardware and software to accomplish our mission
  - Plan for new equipment purchases, including replacement plans and budgeting
  - Oversee copier supplies and maintenance
  - Coordinate records retention and disaster recovery planning

## Requirements and Skill Set:

- Associate, or Bachelor's degree, preferred
- At least three years of office administrative experience required
- Outstanding verbal and written communication skills
- Comprehension of social media strategies
- Creative and innovative
- Proficiency in office management and communication software, including but not limited to Microsoft Office Suite, QuickBooks, Publisher, Word Press.
- Strong attention to detail
- Excellent organizational skills
- Ability to manage multiple projects
- Great interpersonal skills
- Above average knowledge of social media platforms

To apply, please send resume to Sandy Pierce: <mailto:sfpierce01@gmail.com>