



JOB DESCRIPTION

JOB TITLE: Office Manager

STATUS: Full time; - Exempt

REPORTS TO: Director of Operations

COMPENSATION: \$38 – 45K/salary

Position Summary

The primary purpose of the Office Manager is to provide administrative services for the Lead Minister and Director of Operations. The office manager has Church Member record management and administration responsibilities and liaison responsibilities. This position provides general administrative support to empower the smooth operation of the church offices and programs.

Qualifications (Education/Experience)

- 3+ years standard office procedures either through formal training or equivalent experience.
- Proficient and efficient in computer software programs necessary to perform usual administrative tasks, with in-depth knowledge of relevant software such as Google Suite, Microsoft Office, member databases, and internet tools.
- Must possess good organizational skills with attention to detail, excellent interpersonal skills and maintain a high degree of confidentiality.

Personal Attributes

- Supportive of JupiterFIRST Church values.
- Display a mature Christian faith and work well independently and with others.
- Views position as a ministry of stewardship.
- Maintains a professional personal image when working on behalf of the church.

Duties & Responsibilities

- Function as the Assistant to the lead minister and Director of Operations with responsibilities that include, but are not limited to, monitoring, screening, responding to and distributing incoming inquiries and correspondence; reviewing/forwarding emails; managing and maintaining schedule; preparing and editing correspondence, communications, and other documents.
- Maintain Campus room schedules.
- Order and maintain office supplies, including paper and printing of weekly Sunday handout.
- Work directly with the graphic designer for weekly handouts, table graphics and event invitations.
- Maintain office equipment, including phone, copy and postal systems.
- General oversight of all administrative staff.
- Maintain and update database.
- Maintain church calendar in the database.

Working Conditions

- Sunday onsite support
- Variable work hours (some evenings and weekends)
- Shall be present for church holidays.

Agreed: _____

Agreed: _____
Michelle Premuto, Director of Operations

Date: _____

Agreed: _____
Office Manager

Date: _____