



Office Manager

Job Summary

New Community Covenant Church is seeking a self-motivated, people-oriented and communications-savvy administrator to manage the church office and its functions, focusing on administrative services, financial management, and church communications.

The individual in this full-time role serves as a vital member of the church staff, acting as a liaison between the church office and its members/attendees, external vendors/relationships, and visitors. The Office Manager will work closely with their assigned supervisor, church staff, ministry leaders, and the leadership team.

Job Responsibilities

Administrative Services and Office & Building Management

- Serve as first-point-of-contact for the church, managing relationships with tact and resolving inquiries in a timely and thorough manner.
- Communicate effectively as primary receptionist and manager of the church office email account, phone and voicemail system, and fax.
- Keep up-to-date internal and external church calendars, tracking relevant events, staff vacations, meetings, etc.
- Manage church database, ensuring contact information for all church members/attendees is updated in a timely manner and handled with strict confidentiality.
- Maintain physical office space, ensuring environment is clean and orderly and that supplies are available and equipment is functional.
- Keep organized, confidential files and records including master copies of official documents.
- Collect, manage, distribute and reply to mail.
- Work in collaboration with other staff to monitor and order building/ministry supplies (i.e. toilet paper, hand soap, garbage bags, cups, Hospitality food).
- Manage building access and act as point of contact for external groups.

Financial Management

- Serve as primary financial administrator, creating and maintaining a sound financial accounting system that carefully tracks and balances all income and expenses in collaboration with an external bookkeeper.
- Manage accounts payable and receivable, ensuring that all bills, reimbursements and expenses are paid on time with accurate records accounting for all funds disbursed.
- Equip the Counting Ministry, responsible for recoding the Sunday offering, alongside supervising pastor.
- Issue and manage staff credit cards and accounts, reconciling expenses monthly.
- Administer employee payroll and insurance in collaboration with vendors.
- Maintain relationships with external vendors, managing contracts and negotiations.

- Input donor records in database and provide tax receipts annually or as needed.
- Reconcile accounts monthly and provide the supervising pastor and Leadership Team with finalized reports.
- Manage the year-end budget reconciliation process in collaboration with supervising pastor.
- Act as preparer for annual budget and administratively support entire budget process.
- Identify areas for cost reductions.
- Financially and administratively support building construction projects in collaboration with supervising pastor.

Due to the nature of most financial matters, response turnaround is often vital and at times may need to occur outside of set office hours. The Office Manager is responsible for properly assessing and responding to all financial questions and concerns in a timely manner.

Communications

- Act as primary brand manager/editor for all NewCom communication (i.e. bulletin, website, brochures, social media, slides, announcement support, newsletters). Ensuring on a weekly basis that all content is accurate, up-to-date, and engages New Community's audience in a manner that is faithful to the voice and mission of the church.
- Ensure all official communications (web/print/digital) follow standard English usage/style and Associated Press Stylebook guidelines.
- Analyze/develop ways to effectively engage the congregation on social media platforms.
- Develop and edit content weekly for Sunday bulletin, inserts, and/or other printed materials, ensuring bulletin files are emailed to staff and appropriate leaders by Thursday. Print and fold bulletins and other printed materials each week in preparation for Sunday worship.
- Manage relationships with web/graphic designer, photographers, and other contractors/external vendors.
- Make copies of or arrange printing for brochures, newsletters, and other print media.
- Participate in creating and implementing an annual communication strategy, communication policies, and internal style guides.
- Perform all other duties as assigned and required by supervisor.

Qualifications

- Active and growing Christ-follower, fully committed to the mission of New Community.
- Bachelor's degree or four years of relevant experience "preferred marketing or communications background".
- Ability to demonstrate competence and experience in administration, finance, and communication.
- Advanced proficiency in Microsoft Office suite, Internet, Google products/Gmail, database management, Quickbooks, and office equipment.
- Proficiency in or ability to quickly learn design software such as Adobe Creative systems; web content management such as Wordpress; and email marketing such as Mailchimp.
- Team player who works well with peers and supervisors.
- People-oriented, with ability to interact successfully with people of diverse backgrounds.

- Detail-oriented individual with attention to accuracy and utmost integrity in areas under supervision.
- Skilled in verbal and written communications.
- Self-starter, able to consistently meet deadlines and manage shifting priorities without direct supervision.

Due to the nature of this role, the applicant hired for this position must be agree to submit to and successfully pass a criminal background check.

How to Apply

Please submit your cover letter outlining your fit for this role, along with your resume, to the hiring committee **via email:** office@thenewcom.com. No phone calls, please. Qualified candidates will be contacted regarding next steps.

The anticipated start date for this full-time role is July 17, 2018.

Candidate must be able to work in an office setting, Tuesday – Friday 9:00 AM – 5:00 PM. You are expected to work 8 flex hours to be used for ministry purposes (including sporadic Sunday hours or throughout the week) and to be used for email communication.

NewCom may modify job duties, responsibilities and descriptions at any time.