

Job Description
Office Manager

Reports to: Minister Effective: 9/1/22
Directly Supervises: No direct reports
Status: Part Time
FLSA: Non-Exempt

Job Summary

The Office Manager will assist the congregation in achieving its mission by providing a welcoming point of access for the public, facilitating appropriate information flow throughout the congregation, maintaining records of congregational activities, and procuring the office supplies necessary to perform these tasks.

Essential Functions:

- Establish and maintain effective, tactful, and courteous working relationships with minister, congregation members, and the public (including inspectors, service technicians, and vendors).
- Produce and archive congregational publications (Annual Reports, Board agendas, *Chirp!*s, orders of worship, *etc*)
- Manage the distribution of, and training with, door & alarm codes (inside, outside, and workroom)
- Maintain member data (addresses, birthdays, contact information, directory listings [or not], emergency care forms, end-of-life directives)
- Update church website, as directed
- Maintain church calendar
- Courteously and effectively manage church communications, including electronic mail, physical mail, voicemail, telephone, and the bulletin boards in the south hall
- Track and manage the distribution of physical door keys
- Manage room reservations and building rentals (including weddings and memorial services for members and non-members)
- Interface with the MidAmerica Region and the Unitarian Universalist Association (including their member database)

Other Responsibilities:

- File county, state, and IRS forms as directed
- Assist with publication of auction booklet and stewardship mailings, as directed
- Purchasing office supplies and equipment and maintaining proper stock levels

Minimum Qualifications:

- Three years of experience in office management skills

- Excellent computer skills, including a high degree of proficiency in Mailchimp, Microsoft Word, Excel, Outlook, and PowerPoint.
- Functional knowledge of web page maintenance (familiarity with WordPress is preferred)

Physical Requirements:

- Able to perform duties in an office environment.
- Able to move and/or lift materials up to 15 pounds.
- Able to communicate effectively with individuals in person, over the telephone, and in writing.
- Regularly required to stand, walk, bend, reach, balance, and sit.
- Able to travel to church and other locations as needed.
- **ACCOMMODATIONS:** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.
- **Helping Orientation:** Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

- **Self-Development:** Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.