

Office Manager

Summary:

At West Side Church, we seek to love God, love people and serve the world in the name of Jesus. We feel called to this mission: To be a Christian community empowered by the Holy Spirit who bless our neighbors, make disciples of all generations, and encourage one another to demonstrate and proclaim the unconditional love and hope of Jesus to our community for the glory of God and the building of His Kingdom. This position has primary responsibility for the administrative oversight and organizational direction of the church office. We are seeking an individual who will help create a loving Christian environment that permeates out of our church office to every member and guest. This person will work collaboratively with the administrative staff and the pastoral staff to implement the vision and mission of West Side. Special emphasis will include organizing/ administrating staff and volunteers, creating efficient systems for the office, and helping to nurture a caring culture of people committed to following Jesus.

Responsibilities:

Leadership of the Culture of the Office

- First line of care, including answering phones, listening, and referring people in crisis.
- Facilitate Special Service Scheduling
- Compassionately take calls regarding death and hospitalization
- Oversee Office Volunteers
- Oversee the Environment of the Narthex

Leadership of Administrative Staff

- Communicate and interface Administrative staff with Pastoral staff
- Provide input into annual reviews of Administrative staff under the guidance of Lead Pastor and Staffing Committee
- Coordinate Facility staff to implement ministry set-up and take-downs and communicate with the staff and guests using the facility
- Keep staff apprised of the status of members/friends of West Side (births, marriages, deaths, injuries/surgeries, prayer requests, etc.)

Administrative Support

- Partner with Communication Specialist in creating documents, strategizing activities, managing the calendar and providing assistance to the ministry staff
- Be an active and cooperative partner with pastoral staff to accomplish church-wide ministry goals

Qualifications:

- A passionate love for Jesus Christ demonstrated through faith and obedience to God's Word and the leading of the Holy Spirit
- High level of computer competence, including familiarity with Word, Excel, and Publisher as well as a willingness to learn the church data management software.
- Be able to multi-task in a fast paced environment
- Excellent interpersonal skills, excellent communication, oral and written, able to greet everyone with the love and grace of Christ, respond to conflict with patience, crisis with compassion, and consistently demonstrates warmth and hospitality.
- A committed member of West Side Church able to uphold the Essential Tenets of the Covenant Order of Evangelical Presbyterians <http://eco-pres.org/static/media/uploads/resources/Essential%20Tenets/eco-essential-tenets-confessions.pdf>

Accountability: Reports to the lead pastor

Hours, Salary & Benefits: This a full-time, Monday-Friday. 40 hour per week ministry position, with full medical benefits for individuals (unless otherwise covered by spouse), retirement, vacation, and continuing education opportunities. Salary is commensurate with experience and competitive regionally and nationally.

How to Apply:

Submit a Cover Letter and Resume