

Job Description for Office & Communications Manager

Responsibilities/Duties/Expected Outcomes:

The Office/Communication Manager is the primary administration and reception support in the church office. This position provides the first touch point for visitors entering the church during the week and provides assistance and information, and arranges access to the Pastor. This position produces or oversees the production of the main forms of communication to the congregation and conference including but not limited to newsletters, email, mailings, website and social media platforms (e.g. Facebook, Twitter)

The Office & Communications Manager acts as a connector, evaluating an inquiry and connecting the inquiry to the appropriate person or committee for support. The manager is the primary contact for scheduling activities in the church and maintains the church calendar.

Responsibilities include:

a. Office Administration

- Answer phone and receive messages for church staff
- Maintain office files and church calendar
- Maintain church membership records
- Provide on-going support and assistance to the Pastor
- Be proficient in using electronic means of communication and scheduling
- Schedule facility use
- Purchase office supplies
- Maintain communication between lay committees and church staff
- Other duties as assigned by Pastor and Personnel ministry team leader

b. Communications

- Assemble and edit church publications (i.e. newsletter, weekly worship bulletin and weekly digital newsletter)
- Work with **Communications Chair** to coordinate keeping the church **website** and **Facebook** page current and synced

Time Commitment/Compensation:

This is an ongoing, paid position based on 30 hours per week, 9:00 a.m.-3:00 p.m. M-F. Hourly wage is dependent on experience. Position includes paid time off (PTO) for vacation/sick leave and 9 paid holidays per year.

Starting Date:

A.S.A.P. (Our current staff person's departure is imminent, and we would like her to train the newly hired staff person)

Authority:

The Office/Communication Manager is responsible for maintaining and purchasing **office supplies** within the approved budget.

This position has authority to schedule **facility use**, escalating any scheduling conflicts to Pastor for resolution. This position also has the authority to accept and/or edit articles submitted by the congregation for use in newsletter and other communication vehicles due to time and space constraints.

This position has the authority to maintain office expenses and supplies based on the approved budget.

This position will carry out their duties in the **church office** using equipment provided by the church.

This position is expected to be available and present in the church office during agreed upon hours.

This position may recruit persons or teams to volunteer to execute certain job duties under supervision of the manager. The volunteers are accountable to the manager and must perform the delegated tasks at an acceptable level defined by manager.

Accountability:

The Office/Communication Manager is expected to:

- Possess a high degree of ethics; be able to keep sensitive information confidential
- Possess excellent interpersonal skills
- Work with minimal supervision; be self-directed to complete tasks
- Be available for staff meetings
- Show applicable work experience
- Possess accurate and proficient computer skills including use of Microsoft Office and other related software
- Hold High School diploma or equivalent

The manager is not required to speak in front of congregation but may do so from time to time when recruiting for volunteers. It is not required that the manager be a member of Covenant United Methodist Church.

The Office/Communications Manager is accountable to the Pastor and Church Council.