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| **Part Time Office Manager – Quarry Community Church** | | |
| **General Summary** | | |
| The church office manager serves at the request of the church leaders and pastor, attending to the general administration of the church office, ensuring the fulfillment of the Quarry’s mission. | | |
| **Key Responsibilities** |  | **Knowledge / Skills** |
| * Develop and facilitate a system to ensure clear, consistent and timely communication with the church. * Oversee Connections Team to ensure new attendees are effectively assimilated into the church. * Develop a robust system for connecting online viewers to the Quarry community. * Maintains vital vendor contacts: (IT, graphic design, marketing, cleaning, equipment repair, copier, building supplies). * Work with vendor to maintain the church website, updating weekly with vital information, events and current sermons. * Manage office supplies, keep track of inventory, and make necessary purchases. * Assist in managing building reservations, working with ministry teams to ensure that all pertinent events are properly scheduled. * Maintain and run background checks for staff/volunteers. * Oversees church staff files and maintains confidentiality on all information. * Maintain a fun, orderly and clean office environment. * Distribute/Respond to all mail, office email and social media | | * Must be able to work at a fast pace and stick to weekly deadlines. * Must be a self-starter with an innovative approach to administration and a keen eye for detail. * Must bring the Mission, Vision and Core Values of the Quarry to the forefront of one’s life. * Must be great with people, easily initiate relationships and graciously serve. * Must be comfortable working with technology, able to maintain the website and work with general data processing duties. * Must be able to communicate effectively both verbally and in writing. * Must be an able and willing member of the church team. |
| **Expectation / Experience / Education** |
| * Spiritual maturity and commitment to a Christian lifestyle * Worship God together on a weekly basis * Get to know God through personal time in prayer and Bible study * Give sacrificially to our shared mission with tithing as a norm * Use gifts in service to God * Participate in small groups for fellowship, discipleship, and outreach. * High school diploma or GED equivalent required. * Associate’s degree or Bachelor’s degree recommended. * At least two years clerical or administrative experience. |
| **Primary Interactions** |  |
| * Quarry Governing Board * Lead Pastor * Quarry Staff * Leadership Team * Quarry Congregation * Community Members | |

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