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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.
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| **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.
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| **Primary Interactions** |  |
| * Quarry Governing Board
* Lead Pastor
* Quarry Staff
* Leadership Team
* Quarry Congregation
* Community Members
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