

**Mennonite Church of Normal
Job Description**

Office Manager

Main purpose of the position: To perform general administrative duties in a one-person church office, working with pastoral staff, church chairperson, and the congregation, as well as coordinating activities in the building.

Qualifications:

1. Strong computer skills including skills with Windows and Microsoft Office (Word, Excel, Outlook, Publisher and PowerPoint), basic website maintenance and web application proficiency (Facebook Business, MailChimp, WordPress), and a willingness and ability to learn software such as PowerChurch (membership/accounting) and Ignite (electronic sign).
2. Excellent command of English composition, grammar and punctuation.
3. Proficiency in or ability to learn office and church equipment operation and troubleshooting including computers, copier, and sound system.
4. Ability to handle confidential data and information in an appropriate manner.
5. Ability to pass a background check and drug screening, and comply with Mennonite Church of Normal's Child Protection Guidelines.
6. Strong interpersonal and communication skills; trustworthy; detail-oriented and a good organizer.
7. Good time management skills.
8. A practicing Christian; familiarity with the Mennonite Church is desirable.
9. Intermediate grasp of accounting principles.

Duties include:

1. Answer general queries by phone, email, and in person.
2. Open, sort and route the daily mail.
3. Support the pastoral staff and Church Board through typing, filing, duplicating and other as needed.
4. Serve as recording secretary for the Church Board and Financial Stewardship Committee.
5. Reception functions: screen calls, keep church calendar, make appointments, manage salespersons.
6. Prepare and duplicate bulletins, format PowerPoint slides for worship services, and publish the weekly electronic newsletter *Midweek Connection through MailChimp*.
7. Maintain church records, filing system and computer files, including membership records and annual church directory.
8. Work with the church Treasurer to record gifts; collect, monitor, and classify receipts and pay bills; issue payroll and pay payroll taxes; prepare financial reports from PowerChurch; submit Federal and State Tax forms on the required schedule; print quarterly and annual donation statements; other as needed.
9. Serve as coordinator for building/facilities use, including for outside groups, and their AV needs.
10. Serve as equipment manager: troubleshoot and arrange for technical support as needed.
11. Supervise the building custodian, making him aware of upcoming events and the required set up, monitoring the need for building maintenance, and other as needed.
12. Monitor and update the electronic sign, Facebook page and website as needed.
13. Prepare mailboxes and welcoming communication for newcomers as directed.
14. Other duties as assigned.

Supervisor: Lead Pastor or Church Chair

Benefits: Paid vacation and sick days, retirement, health insurance, other insurance

Salary/Wages: Negotiable depending upon experience

Work level: Full Time