

First United Church of Christ (Congregational)

An Open and Affirming Church

300 Union Street, Northfield, MN 55057

507-645-7532

Title: Office Manager

Job Description: The Office Manager will be responsible for day-to-day operations of the church office and will provide administrative support for the pastoral staff. Compensation based on experience.

Responsibilities:

- Represents church to the public
- Answers the telephone and responds to emails
- Greets visitors
- Provides office support to the pastoral staff
- In specific instances provides office support to other staff and committees
- Issues and tracks building keys
- Maintains and manages membership database
- Prepares worship bulletins
- Prepares the weekly Chronicle
- Maintains the church calendar for events and building use
- Manages building use requests by church members, community groups, and for weddings and others special services
- Maintains paper and electronic files
- Helps prepare all-church mailings
- Manages office volunteers
- Helps manage the church website and Facebook page
- Performs other tasks as necessary or requested

Qualifications:

- Experience in a clerical support position
- Bachelor's or Associate degree
- Excellent people skills, including awareness of confidentiality
- Good communication skills, written and oral
- Excellent organizational skills
- Excellent computer skills: familiarity with Desktop Publishing, Mac software, Constant Contact, and social media a plus
- Good telephone etiquette
- Pass an appropriate background check

Schedule:

- 20 hours per week, 9:00a.m. - 2:00p.m. Tuesday - Friday preferred

Please submit résumé to Rev. Abigail Henderson at abby@firstucc.org!

Revised July 2014