

Office Manager

Christ the Good Shepherd, Salem, OR



Technical Abilities:

- Computer capable – must be able to use current software programs (i.e. Microsoft Office Suite), publishing software, utilize internet, as well as keep website updated
- Create and maintain documents for church
- Accurate typing skills (45 wpm)
- Working understanding of church organizations, structure, function, etc.

Relational Abilities:

- Ability to maintain strict confidentiality
- Capacity to work in a Lutheran theological sphere
- Collaboration with Pastor
- Collaboration with council and church members
- Collaboration with staff
- Collaboration (including cultivation and support) with volunteers
- Maintain pleasant and hospitable atmosphere for visitors to the church office
- Liaise with other groups that use church property (Russian, Hispanic, Boy Scouts, etc.)
- Serve as first contact with police, fire marshal, other outside groups and organizations

Accountabilities:

- 3 month probationary period
- Report to Pastor and Executive Committee (submit report annually)
- Professional presentation (appearance, demeanor, communications, social media, etc.)
- Participation in staff meetings
- Participation in annual performance review
- 2-week notice given prior to leaving position

Compensation:

- \$13.50 per hour with a total of 26 hours per week
- Paid once a month, no overtime
- Vacation time: 2 weeks per year
- Continuing education: \$0
- Benefits: None

Regular Commitments

- Establish regular office hours (currently Monday – Thursday 8:30 – 3:00)
- Manage incoming/outgoing communication
- Assemble/distribute bulletins, newsletters, special letters, etc.
- Assemble/distribute the Congregational Annual Report
- Order/purchase supplies as needed/requested
- Maintain current contact lists of members/friends of the congregation
- Maintain the parochial records of the congregation
- Schedule maintenance/inspections as needed/requested
- Additional duties/responsibilities as requested by Pastor/Church Council as time allows

Signature & Date
Office Manager

Signature & Date
President

Signature & Date
Pastor