

**Multnomah Presbyterian Church**  
**7555 SW 45<sup>th</sup> Ave Portland, OR 97219-1516**  
**Position Description – Office Manager**

**TITLE:** Office Manager

**POSITION:** Part-time, Non-exempt – (28 hours per week)

**ACCOUNTABILITY:** Reports to Pastor as Head of Staff and, through the Pastor, to other professional staff in performance of his or her responsibilities

**PURPOSE**

Provide secretarial and administrative services to the pastor, other professional church staff and church members.

**HOURS**

This position requires 28 hours per week. Office hours are currently Tuesday-Friday 9:00 a.m.-4:00p.m. The Office Manager is entitled to a 30-minute lunch break, and a 15-minute break during every 4-hour work period.

**RESPONSIBILITIES**

- Perform the functions of secretary to the pastor and other professional staff including typing, filing, routine correspondence, maintenance of electronic church calendar, website, social media accounts, roster, responding to inquiries, maintaining data, special projects, etc.
- Read and process church email and postal mail, as well as prayer requests.
- Answer phones and return calls.
- Prepare, publish and distribute weekly worship materials (bulletin, praise songs, Connect Cards, announcement insert, children’s activity bulletins, Who’s Doing What bulletin) — including sanctuary set-up and interfacing with the AV Team.
- Prepare, edit and publish the MPC monthly newsletter.
- Produce materials through computer system, folding machine, copying machine, and other office equipment; oversees the usage of office equipment by others.
- Maintain permanent church records such as attendance, church rolls, officers, church directory, District rolls, current policies and procedures, etc.
- Perform secretarial work for church ministry teams as needed.
- Order office supplies and maintain adequate inventories.
- Prepare and mail church bulletins, announcements, letters to the congregation, newsletters, etc.
- Supervise office volunteers as needed.
- Provide information, assistance, assurance and compassion to anyone coming into or phoning the church office during regularly scheduled church office hours, including correspondence with outside groups using the MPC facility and processing requests for the Deacons Assistance Fund

- Participate in staff meetings and other staff functions.
- In conjunction with the MPC Treasurer, perform financial tasks using ICON church database software and Quickbooks; other financial responsibilities include, but are not limited to, preparing and mailing checks, filing of financial records and paperwork, and processing purchase/reimbursement forms

## **QUALIFICATIONS**

- Authentic relationship with Jesus Christ as Savior and Lord
- Strong ability to communicate clearly and concisely, both orally and in writing.
- Demonstrated skill in interpersonal relations. Work tactfully and courteously with those contacted in the course of work.
- Capable in general office skills including these requirements:
  - Proficiency in Microsoft Office (Word, Powerpoint, Excel) and office equipment experience.
  - Strong keyboarding skills.
  - A general knowledge of social media (Facebook, Youtube) and other online platforms/tools (i.e. Sign-Up Genius, Google Calendar, MailChimp, Google Drive)
- Excellent organizational skills; ability to adapt to changing work environments.
- Prefer coursework in computers and/or with emphasis in administrative area.