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| Job Title: | Office Manager | Job Category:  | Non-Exempt |
| Location: | Norridge | Travel Required: |  |
| Reports to: | Location Pastor | Position Type: | Part-Time (15-20 hrs/wk) |
| Job Summary: The Norridge Office Manager is a support person to the location pastor(s), church members, and community residents of Norridge. This individual is responsible for administrative tasks needed to ensure smooth operations and effective support to the Norridge ministries and Sunday morning services. |
| **JOB DUTIES*** **Respond to communication coming into the location and route to appropriate individual in a timely manner. Serve as the contact point for calls from church members on behalf of hospitalizations, births, deaths, weddings, and other events, and communicate to location Pastor on days working.**
* **Generate correspondence as requested; maintain files.**
* **Prepare and process appropriate purchase orders, check requests, and petty cash forms. Handle all aspects of petty cash processing.**
* **Coordinate Sunday morning service activities by overseeing Service Coordinators who function as the “go to” person for any questions or requests.**
* **Provide additional support for special events as needed.**
* **Assist in working with volunteer teams. Make sure all relevant information is received and submitted accordingly (baptism count, attendance, etc.).**
* **Order supplies as needed for ministries and Sunday services (office, cleaning, communion, café, etc.).**
* **Manage the church database (Online Community). Keep member and attending information up to date including new visitor information, small group activity and member care information.**
* **Supervise the needs of the church office equipment and coordinate with IT for repairs, maintenance, and upgrades.**
* **Attend weekly staff meetings and maintain minutes; attend all-church staff meetings.**
* **Helps organize, replenish, and maintain cleanliness of spaces used weekly for ministry related activities.**

**SKILLS/QUALIFICATIONS*** Must be an active member of the Norridge Park location with strong ties to our vision and values. Solid biblical background.
* Solid working knowledge of MS Office products. Proficient in web navigation.
* Strong attention to detail and high level of accuracy.
* Strong leadership skills. Loves people and has an ability to deal with diverse personalities demonstrating a servant’s heart, empathy, and compassion.
* Ability to manage confidential information with the highest level of care and integrity.
* Self-starter with ability to complete projects and finish tasks with minimal direction.
* Strong time management and prioritization skills.
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