

Immediate job opening: Office manager, Westminster Presbyterian Church

Location: Salem, Oregon

Hours: 24 per week

Salary: \$30 per hour

Benefits include: Medical, sick time, vacation, 401(k) match

Worksite: In-person

About the church: See our website at SalemWestPres.org.

How to apply: Send your resume to Jobs.SalemWestPres@gmail.com. You are welcome to include a cover letter. All applications will be reviewed by humans, not AI. Finalists will be expected to provide references.

Deadline: You are encouraged to apply as soon as possible. Applications will be reviewed and interviews conducted on a rolling basis. Applications will close by March 24 at the latest, and earlier if a successful candidate is chosen.

Position Title: Office Manager

Supervisor: Pastor, Head of Staff

Status: 24 hours/week

FLSA: Exempt

WPC: An Equal Opportunity Employer

Job Summary: The Office Manager is the face of our Church for all who reach out to the Church office for assistance. Their work and actions support WPC's mission and goals. The position requires an upbeat, helpful and welcoming attitude. Essential to this role is a high degree of professional discretion in the handling of sensitive information.

Summary of Essential Functions:

- Pastoral Support: Assists Pastor in daily operations as requested.
- Office Administration:
 - Provide administrative support to Pastor, congregation, Session and Deacons.
 - Maintain Church files and records as assigned.
 - Maintain office equipment and supplies. Work with vendors and maintain vendor contracts.
 - Supervise and recruit office volunteers as needed.
- Communication:
 - Prepare written documents, i.e.: weekly newsletter, weekly materials and bulletins for church service, general correspondence and publications.
 - Respond promptly to all email messages. Direct inquiries to appropriate committees/individuals.
 - Act as point-person for organizations housed in-church, including the congregation of Iglesia de Cristo Fuego Pentecostes, Bluebells Daycare and Scout Troop 108. Facilitate communication between these groups, Pastor and relevant committees.
 - Coordinate with Building & Grounds Committee and Facility Manager as needed.
 - Maintain accurate Church directory database.
 - Answer the phone, directs calls and greet people with a warm and welcoming spirit.

- Calendar/Website and Social Media:
 - Act as Church facilities master scheduler and ensure Church calendar is current.
 - Update the website and social media sites.
- Financial:
 - Act as Church liaison with accounting staff. Facilitate payroll documents as needed.
 - Responsible for maintaining Administration/Office Expense budget.
 - Handle petty cash and other minor routine financial duties.

Qualifications/Skills:

- Able to work with networks, Internet, website design and manage social media accounts.
- Experience with Microsoft Windows, including Word, Excel, PowerPoint, Publisher. Able to quickly learn and use a wide variety of software programs such as Canva, Constant Contact, Dashlane, etc.
- Able to learn and utilize current Church automated systems.
- Excellent time management skills and ability to meet deadlines.
- Maintain confidentiality of sensitive church and congregant information.
- Able to work independently, understanding that you may be in the building by yourself at times.
- Understand office etiquette: Communicate and work professionally and constructively with staff, congregants, and the public.
- Must complete WPC's Child Protection Training requirement.
- A team player who demonstrates flexibility, guided by the goals and best interests of the Church.