**Title: Office Manager**

Good Samaritan United Methodist Church

Cupertino, CA

Hours: 20 hours/wk, 4hr/day (M-F)

Overtime or Weekends: Possible overtime during peak times of the church year. Includes occasional weekend hours and possible night meetings.

Duties are to coordinate and manage the church office and provide administrative support to the Senior Pastor, other staff and congregation.

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(more info)

**Job duties and responsibilities:**

* Welcome those who visit or call the church and make sure that the lines of communication are open and warm
* Answer phones
* Respond to emails
* Receive visitors in office and respond to needs
* Send out prayer requests via email, prayer chain and Sunday bulletin
* Create and post weekly calendar for activities and usage of facility
* Manage gift card ministry
* Deliver messages
* Mail out Sunday bulletins to shut-ins and those who have requested a copy
* Sort and deliver paper mail daily
* Generate and support the creation of various publications -- weekly bulletin, periodic letters, postcards, posters, advertising, newsletters, annual charge conference booklet, church devotionals (including the special Lenten season booklet), exterior bulletin boards, and maintain the sign-up.com account and use it as necessary for church events
* Update the visitation ministry log as informed and make sure that it’s filled out correctly
* Create slide presentations of songs and announcements for worship.
* Schedule appointments and room reservations.
* Attend weekly staff meetings and quarterly joint ministry meetings. Prepare agendas for these meetings, take, and distribute minutes for both.
* Report Vital Signs to Conference weekly
* Organize and maintain church office files
* Liaison between Trustees, Venue Coordinator, and people booking the church for events if needed
* Update the CCB website and maintain the groups, change the leaders of the groups, etc. as informed of changes
* Maintain office equipment and supplies (schedule and work with service and repair people for regular office equipment maintenance or contact Trustees for other requests for maintenance or repairs.)
* Adds to, subtracts from, and changes GSUMC Operations Manual as instructed
* **As time Allows**
* Update information in church databases and church social media accounts as requested
* Assist other staff members as required
* **Other Responsibilities**
* Complete additional tasks as determined by pastors or SPRC
* Recommend annual budget for office supplies, postage, and gift card ministry
* Attend Church Council or other committee meetings as required by Senior Pastor
* Work independently of Preschool staff but share co-worker relationship
* In preparation for an absence, the office manager should give the Senior Pastor as much notice as possible and take the initiative to find volunteer(s) to cover the job duties as needed

**Qualifications**

* High school diploma or equivalent plus an associate degree, or two years office experience
* Demonstrated computer skills, (Apple Mini) including proficiency with word processing, spreadsheet, Email, and PowerPoint
* Possess strong written and oral communication skills
* Demonstrated ability to multitask
* Demonstrated ability to work independently with minimal supervision and take direction as given
* Proven organizational and prioritization skills without loss of efficiency
* Be of strong moral character and a role model of Christian behavior, including being comfortable with GSUMC’s position as a Reconciling Ministries congregation and supportive of the GSUMC statement of belief.
* Proven ability to maintain confidentiality
* Demonstrated ability to learn new software tools and apps
* Desired but not required: Proficient in Mandarin, including Chinese software and/or proficient in Korean.

**Job does not include:**

* Out-of towntravel
* Venue Coordinator responsibilities