

Office Manager

Christ Community Wesleyan Church

Full Time: 40 Hours

Reports to: Lead Pastor

Description: The Office Manager will help create a warm and welcoming environment for guests and visitors. The Office Manager will also handle up front office clerical tasks, facilitate organization, act as a communication hub, plan and facilitate events, and assist staff with administrative office duties.

Core Responsibilities:

- Greet and welcome guests as they arrive in the office
 - Maintain office security by following safety procedures and controlling access via the reception desk and sign-in procedure
- Direct visitors to the appropriate person and office
- Answer and screen incoming calls
- Ensure reception area is tidy, presentable, uncluttered; with all necessary stationary materials
 - Place orders and stock resource room
- Receive, sort, and distribute daily mail and deliveries
- Tech Savvy
 - Become well versed in the CCB interoffice program
 - Virtually update calendars and schedule meetings
- Lead facilitators of CCWC Social Media Outlets
- Lead producer of CCWC written and virtual promotional material (Team Lead)
- Contribute to ministry effectiveness by assisting with administrative tasks as needed
- Participate in office meetings or training sessions when necessary
- Put together weekly or monthly presentations;
 - Worship Service Materials, Children's Materials, LBA Packets, etc.
- Coordinate and facilitate facility order and stability

Requirements and Qualifications:

- A growing relationships with Jesus Christ
- High School Diploma
- Has a passion for local church ministry

- Ability to work with a staff and in a team setting
- Relates well with staff and church attenders
- Proficient computer skills in word processing, in basic email, calendar applications, and ability to learn CCB office system
- Proficient understanding of social media and eye for presentation
- Graphic design skills and experience (preferred)
- Solid written and verbal communication skills
- Good organizational skills
- Relational customer service mindset and attitude
- Multitasking and time-management skills with the ability to prioritize tasks
- Highly motivated and intrinsically driven
- Experience in planning and facilitating large events
- Self-starter with ability to observe what needs to be done and moves forward to accomplish it tasks