



# First Congregational Church of Long Beach

UNITED CHURCH OF CHRIST

## Office Manager

**CLASSIFICATION:** Non-Exempt

**REPORTS TO:** Senior Minister

**SUMMARY/OBJECTIVE** - This position provides consistent administrative support, facilitates communication, and maintains the Church Office for the needs of the congregation and campus organizations and tenants affiliated with First Congregational.

### ESSENTIAL FUNCTIONS -

#### 1. Administrative Duties

- In consultation with staff and lay leaders, maintains the church calendar of events.
- Preparation of Timesheets for payroll
- Coordinates use of church buildings for day use, church activities, and occasional and regular building users.
- Conducts initial vetting of inquiries, intake process, communicates fee structure and collection of fees, managing required approvals, reports building use to Senior Minister and/or Business Operations Manager as appropriate.
- Communicates event details to Business Operations Manager and Maintenance Department.
- Refers long-term and ongoing building users and ministry partners to Senior Minister and/or Business Operations Manager.
- Special Events: (eg. Weddings, Memorials et al) Serves as the contact person and shows the facilities, communicates policies, answers questions, oversees completion of the paperwork. Coordinates with the appropriate teams and staff.
- Maintains and updates the computer database of church members and visitors. Provides reports of attendance and contribution as requested. Submits annual data reports to the denomination.
- Serves as Clerk of the Church. Maintains permanent record of church membership, marriages, and baptisms.

- Maintains records of membership on the Church Council, boards and committees.
- Receives current and historical files of minutes of the Church Council, boards, and committees and sends to archives.
- Maintains the Church Office, buys supplies, prepares office budget, monitors spending, maintains virtual office functions (such as Dropbox, Zoom, etc) and its equipment.
- Serves as a signatory on the church checks.
- Serves as Key Librarian, manages key distribution from the Key Library and key card system, maintains file of keyhost forms, with approval by Senior Minister.

## **2. Reception Duties**

- Ensures that telephones are properly answered, responds to phone requests, and greets visitors.
- Sorts incoming mail and ensures that outgoing mail is posted promptly.
- Provides clerical support to the ministers, staff, and church officers as needed.

## **3. Communications Duties**

- Maintains and updates website.
- Prepares, edits, and produces the weekly church bulletin and bulletins for special occasions.
- Prepares bulk mailings when needed.
- Prepares, edits, and produces the weekly church newsletter.
- Updates and maintains Webpage and social media accounts. (Has a working knowledge of HTML)

## **4. Perform other duties as assigned** by the Supervisor appropriate to the position

## **COMPETENCIES –**

- Commitment to honor church mission and priorities as established by Church Council and Senior Minister.
- Ability to balance competing demands and to prioritize and meet deadlines.
- Well organized
- The ability to function in a team environment
- Excellent writing and editing skills.
- Well-developed communication skills in written and spoken English.
- Strong attention to detail
- Ability to deal with member requests and volunteers in a friendly and welcoming manner.
- Advanced computer skills using standard programs and applications such as Microsoft Windows, Word, Excel, Adobe, Canva, etc.
- Database skills with programs such as Breeze and MailChimp.
- Competent typing skills.
- Willingness to learn other skills as necessary.
- Some flexibility in schedule to accommodate special projects and events.

## **SUPERVISORY RESPONSIBILITIES – None.**

**WORK ENVIRONMENT –** Job involves some lifting of medium weight objects (10-20 pounds) and/or 80% of the job involves sitting and/or standing.

**PHYSICAL DEMANDS -** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**POSITION TYPE AND HOURS OF WORK –** Non-Exempt: This is a full-time hourly, non-exempt position. A 40-hour per week work schedule will be established in consultation with the supervisor.

**TRAVEL** – None.

**REQUIRED EDUCATION AND EXPERIENCE** – High School diploma and 3-5 years practical experience.

**PREFERRED EDUCATION AND EXPERIENCE** – Bachelor degree and 2-3 years of practical experience.

**MANDATED REPORTER** – The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in California law as a condition of employment.

**BACKGROUND CHECK** – Due to the nature of this position, current FCCLB employees are subject to a criminal record check.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

***First Congregational Church/LB reserves the right to change the duties of the job description at any time.***

***It is the policy of the church not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, veteran status.***

Acknowledged by:

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Employee Name

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Supervisor Name

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Signature

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Signature:

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Date:

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Date: