

**Concord Church Position Description**  
**Job Title: Office Manager**  
**Reports to: Associate Pastor of Missions / Executive Director of Harmony CDC**  
**Updated: September 1, 2018**  
**Exempt (Administrative Exemption)**

## **General Summary**

The Office Manager is a key staff member who manages all aspects of ongoing programs and projects including planning, organizing, assisting with volunteer teams, leading, and controlling program activities. The Office Manager reports to the Associate Pastor of Concord Church Missions and works closely with the Executive Director and staff of Harmony Community Development Corporation.

The Ministry Coordinator exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

## **Essential Functions**

- Provides administrative support by completing assigned correspondence (i.e. letters, mailers, memos), preparing financial requisitions, managing the calendar of events / meetings, completing monthly reports, securing rooms, initiating marketing requests, managing databases and handling other special requests
- Manages all aspects of events and special projects, including project planning with step-by-step task lists and activity timelines, developing communication plans and promotions and organizing volunteer staffing
- Monitors budgets and collaborates with the Finance Department to ensure that all monthly reconciliations, accounts payable requests and donations received are processed in a timely basis.
- Supports development and implementation of fund development projects / events and donor relations including printed materials, newsletters, social media, emails and website
- Oversees processing of donor contributions and assists in the production of timely correspondence to donors

- Manages the operation of all office and computer equipment, copy machines (general maintenance and service, supplies), printers, and phone system greetings.
- Takes meeting minutes and follows up on tasks assigned during meetings.
- Communicates with volunteers and ministry leaders on events, schedules, expectations, and training requirements/opportunities.
- Builds relationships with community partners and vendors (vendor and client management).
- Solicits and provides feedback on events and activities and makes suggestions for continuous process improvement.
- Performs other duties as assigned

### **Education and Experience**

- This position requires a minimum of a Bachelor's degree. A minimum of three (3) years of ministry coordination or event planning/management experience is required.
- Prior experience in working with a non-profit or community-based organization preferred but not required.
- Experience in the areas of project management, fundraising and/or marketing a plus.

### **Physical Requirements**

This position primarily works in a typical office environment, is generally sedentary, and uses computers, calculators, phones, and other office equipment to draft documents, communicate with church staff, and fulfill other position duties. The position is required to walk, hear, speak, and stand to interact with members and volunteers (both at the main church and at remote locations). Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through both complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work.

Position is classified as Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

### **Travel Requirements**

This position occasionally works at a venue outside of the church. A valid Texas drivers' license and acceptable motor vehicle record is required.

### **Concord Church Membership**

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.