

Concord Church Position Description

Job Title:	Office Manager, Ministry	Job Category:	Administrative Support
Department/Group:	Ministry	Job Code/ Req#:	OFMM
Location:	Dallas, TX	Travel Required:	No Travel Required
Compensation:	Exempt	Position Type:	Full-Time
Approved by:	Felecia C. Wylie	Last Revised:	October 1, 2019

General Summary

The Office Manager assists the Senior Leadership by coordinating communication between ministry team leaders, staff, volunteers, and members. This is a key role that assists with the care of members and coordinates between the church's ministries, volunteers, employees, and vendors. This position reports to the Director, Ministry (Grow Team).

The Office Manager, Ministry exhibits the 4 Core Values of Concord Church:

Boldness for Christ	Phil. 1:20	Unapologetically representing Christ to the world.
Passion for People	John 13:35	Intentionally cultivating lifegiving relationships.
Catalyst for Change	Jer. 29:7	Relentlessly transforming our city.
Hunger for More	Matt. 5:6	Radically pursuing what God has next for me.

Essential Functions

- Manage the operation of all office and computer equipment, copy machines (general maintenance and service, supplies), printers, and phone system greetings for the Ministry Team.
- Hires, performance manages, coaches, and evaluates the assigned Administrative Assistant/Ministry Coordinator.
- Manage special projects as assigned, including developing budgets, communication plans, volunteer staffing, promotion, execution, and other tasks.
- Manage the ministry's calendar by collaborating with leaders to schedule meetings, events, and fellowships.
- Take meeting minutes and follows up on tasks assigned during meetings.
- Manage all aspects of ministry events and activities, including planning, organizing, volunteer staffing, leading, and controlling program activities.
- Develop event and activity budgets, establishes controls to ensure that events are produced at or below budget.
- Monitor event and activity budgets and collaborates with the Finance Department to ensure that all accounts payable requests and donations received are processed in a timely basis.

- Develop event and activity frameworks and checklists that include a step-by-step task list and activity timelines.
- Communicate with volunteers and ministry leaders on events, schedules, expectations, and training requirements/opportunities.
- Solicit and provide feedback on events and activities and makes suggestions for continuous process improvement.
- Manages overall conference room availability and AV/other equipment requests.
- Attend and successfully completes all training as required by Concord Church.
- Perform other duties as assigned.

Skills Needed

- *Communication* - providing information to supervisors, co-workers, and subordinates by telephone, in written form, email, or in person.
- *Critical Thinking* – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- *Judgment and Decision Making* – considering the relative costs and benefits of potential actions to choose the most appropriate one
- *Social Perceptiveness*- being aware of others’ reactions and understanding why they react as they do
- *Business/Report Writing* – communicating effectively in writing as appropriate for the needs of the audience

Qualifications

- This position requires a minimum of an Associates degree. A minimum of 3-4 years of administrative experience is required.
- Intermediate Microsoft Office skills are required. Must be able to type at least 80 words per minute. Knowledge of Adobe and/or Photoshop is a plus.

Physical Requirements

- An employee in this position primarily works in a typical office environment, and uses computers, calculators, phones, printers, and other office equipment to fulfill the position duties.
- An employee in this position is required to walk, hear, speak, and stand to inspect the property and interact with customers, church members, and volunteers.
- Work is conducted in a fast-paced, rapidly changing environment.
- The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required.
- A flexible schedule is required since this position requires evening and weekend work.

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.