

Office Manager Position at First Parish Church

First Parish Church Congregational, UCC is a progressive Christian community of faith promoting social justice and inclusion for all. We are committed to serving God by serving others in our community, nation, and world. We are seeking an office manager for 30 hours/week, with a set schedule to be determined in consultation with the Pastor. Hourly rate is \$24.00, with accrued paid leave. Candidate must successfully complete NH criminal records screening as a condition of employment. Candidate must also comply with FPC Safer Spaces policies.

Position of Office Manager

This position is regular, part-time (30 hours/week), non-exempt.

Position Summary:

The office manager for First Parish Church functions in a key capacity providing administrative and receptionist support to the pastor, church boards and committees, and church community. The office manager manages computer databases, produces and publishes electronic church communications, schedules building usage and acts as the first point of contact for those entering our doors.

Qualifications:

Strong relational and organizational skills

Ability to maintain confidentiality

Ability to work with staff and volunteers

Demonstrate proficiency of tasks requiring the use of computers and technology including, but not limited to; word and spreadsheet processing, databases, producing and publishing electronic communications

Prior experience in a nonprofit setting preferred

Responsibilities:

The Office Manager will perform a wide range of administrative, and clerical tasks which include, but are not limited to:

- Provides clerical support for staff and volunteers including answering phone calls, emails, distributing mail, collecting and routing time sheets, filing invoices, serving as support to weekly flower ministry.
- Provide organizational support including tracking key inventory, reporting maintenance needs, and coordinating contractors, maintaining church documents appropriately including maintaining filing and tracking system for Boards and Committee minutes in Basecamp
- Attends Church meetings as needed
- Prints finalized Sunday bulletin, collates, formats, and prints newsletters, annual reports, and other church documents, both electronic and print copies
- Maintains all databases used by the church to include Dropbox, Constant Contact, Breeze Church Management, Basecamp, etc.
- Maintains virtual and on-site church meeting calendars.
- Maintains an adequate inventory of office supplies for the church office.

- Serves as the contact for persons and groups booking events at the church.
- Monitors building access throughout the day.
- Greets and directs all visitors to the pastor, staff, or resources in a friendly and helpful manner.
- Receives and records payments.
- Other office duties as assigned.

Applications will be accepted until the position is filled. Resume, cover letter and three letters of reference should be emailed in a single email to applyFPCDover@gmail.com.