

Office Manager/Receptionist
St. James Presbyterian Church, Littleton, CO

Purpose:

The Office Manager/Receptionist leads the overall operation of the SJPC's office and functions to support the staff, facilities, communications, database and other work processes/systems so as to further the Vision of SJPC and its various ministries, to the glorify of God and to bless the body. The Office Manager/Receptionist will ensure all membership records are handled orderly and ethically. The Office Manager/Receptionist will be 'the face' of St. James by greeting all church members and visitors who come to the office, by answering phones, and will support and assist other office duties as defined and assigned. The Office Manager/Receptionist works with the congregation on various projects.

Accountability:

The Office Manager is accountable to the Pastor (Head of Staff) and to the Session through the Human Resources Team.

Relationships:

The Office Manager relates to the congregation and to the community, as well as maintaining good relationships with all ordained and non-ordained staff members employed by the church. The Office Manager requires excellent people skills and effective oral and written communication to meet the specific needs of the Ministry Teams (Mission, Discipleship, Community, Evangelism, Worship) as well as the support teams (Facilities, Finance and Human Resources). Maintaining effective relationships with many volunteers of the church is also important.

Qualifications Desired:

- Is a Christian, led by the Holy Spirit.
- Embraces the church's vision and core values
- Has necessary database training and skills
- Has necessary management/administrative training, background and experience to effectively manage an office. Five or more years experience in a service-oriented or non-profit organization including office and database management responsibilities desired
- Has effective oral and written communication skills, including good processing/facilitator skills
- Has good interpersonal skills – is a team player who works well with others, and is willing to support staff members and the congregation in their ministries. Effectively addresses conflict with good interpersonal skills.
- Is a solid decision maker – listens well, gathers necessary information, makes timely decisions, acts accordingly, and is effective in leading/ influencing others in the decision making process.

- Has a high level of Personal Mastery, particularly in use of computers and multi media communication tools.

Responsibilities:

- To manage the overall operation of SJPC's office, including communication, database management, church calendar, record keeping and publications.
- Ensure the proper ethical input, management and reporting of church records (financial, membership, etc.)
- Oversight and management of the church's membership information systems, generating financial reports, membership reports and labels as requested by staff, Session and leadership teams
- To help develop, train, and support an effective volunteer support team for SJPC's operations/ministries
- To provide for and ensure the routine responsibilities for the proper healthy functioning of the office (e.g. open/close the office, answer phones, greet and assist people, maintain office environment, maintenance of postage machines, etc.)
- Oversee and maintain support/administrative outsourcing contracts and accounts
- To coordinate, with SJPC office and support staff to ensure that morale and accountability is maintained as a value at SJPC
- Attend staff meetings and retreats
- Carry out other duties as assigned by the Pastor/Head of Staff

Success Measures/Expectations:

- Maintain and cultivate a warm and welcoming facility to serve as a center for ministry, service, and worship
- Facilitate excellent communication of the church, internal and external, to provide unity of vision, shared understanding, and a clear witness to the Gospel of Jesus Christ
- Ensure that all SJPC staff are working in a learning organization environment – continually expanding their capabilities to create the desired results of our vision

Hours and Compensation

30 Hours: Monday-Wednesdays, 8:30-4:00; Thursdays-Fridays, 8:30-noon.
(Some flexibility possible)

Compensation: \$22,000, based on with experience

Application

To apply, please send resume to Dr. Wayne Darbonne at wayne@sipres.org or 3601 W. Belleview Ave., Littleton, CO 80123