

Help Wanted

Part-time Office Manager
First Parish Congregational Church
East Derry, NH

First Parish Church is an Open and Affirming faith community with an immediate opening for an office manager. The part-time position hours are flexible and has the possibility of some remote work. It is a 25 hour a week position. There are 10 paid holidays. Starting pay is \$18 per hour. There is also the possibility of a couple bookkeeping hours, paid at \$20 per hour. See attached job description.

Questions may be sent to beth.hunter2@comcast.net

Resume can be sent to officemgr@fpc-ucc.org

Or mailed to

First Parish Congregational Church
PO Box 114
East Derry, NH 03041

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

REPORTS TO: Senior Pastor and Teacher

GENERAL DESCRIPTION:

The purpose of this position is to manage the Church Office and to support the Senior Pastor and Lay Leaders of the Congregation. Possibility of small additional bookkeeping role as well.

OVERVIEW:

- Work cooperatively with people in the church community, staff and members of the community at large.
- Perform general office work, under the supervision of the Pastor and cooperation with the other staff.
- Be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Must possess good telephone and communication skills.
- Possess general knowledge of typical office equipment (printer, copier, etc)
- Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner.
- Present a professional appearance and manner, punctual and dependable.
- Commitment to the purpose and mission of the institutional church
- Affirming attitude and positive outlook on the church's ministry and mission

QUALIFICATIONS:

High school diploma or GED; supplemented by minimum two (2) years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience that provides the required knowledge and skills to perform the job functions.

SKILLS:

- Expertise in Word Processing; Experience with Microsoft Office, including Word, Excel, Powerpoint, and ability to work with graphics., Type at a mastery level, e.g. speed and accuracy
- Coordination of virtual meetings
- Be knowledgeable about office equipment (e.g., printer, copier)
- Set priorities and execute tasks independently, multitask

RESPONSIBILITIES:

1. Serve as receptionist, answers phone. Check email and respond.
2. Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports. Accuracy and attention to detail is a must.
3. Daily/weekly walk through of building to assure facility/ property is clean and safe. Receive maintenance requests, maintain inventory for custodial services.
4. Exercise tact, courtesy, confidentiality and diplomacy in receiving callers, in person or by telephone; keep calendar of appointments.
5. Prepare and edit weekly bulletins, special bulletins, inserts and other documents as requested.
6. Produce, edit, coordinate submission for monthly newsletter.
7. Prepare and coordinate all mailings (letters and documents as needed/requested) and Annual Report. Photocopy documents and assemble as needed.
8. Prepare and maintain an Office Procedures and Reference Manual.
9. Continually maintain the database of church members and friends. Cloud Based and used for weekly/monthly emailing campaigns.
10. Coordinate the master Church calendar: schedules and coordinates building use, (church and outside community meetings) and handles initial requests for baptisms, weddings, and funerals.
11. Coordinate public relations and advertising for the church by communicating with local news outlets about events and activities, as well as updating Facebook page. Community Event Pages
12. Attend monthly staff meetings.

Optional addition of Bookkeeping role

- Maintains petty cash account under the direction of the treasurer. Dates and gives all incoming statements to treasurer.
- Basic accounting/bookkeeping procedures
- Knowledge of Quickbooks for entering invoices, printing checks in cooperation with the church treasurer. Printing reports as needed/ requested