

## **POSITION DESCRIPTION: PART TIME OFFICE MANAGER**

Burke Presbyterian Church (BPC) in Burke, VA, is looking for a hospitable, compassionate, self-motivated person to provide part-time administrative and logistical support to the staff, church officers, congregation and public. Our vibrant, progressive PCUSA church of 700+ members is located in Burke Centre with easy access to Route 123 and the Fairfax County Parkway.

The ideal candidate must possess a positive attitude and manner, as well as a willingness to pitch in as needed to help the office run smoothly. Experience in and comfort with a Christian faith community is preferable. Strong organizational and multi-tasking skills are essential. The position functions under the direct, day-to-day supervision of the pastors and under the general oversight of the Personnel Committee through the Elders for Personnel, Office Operations and Facilities.

**RESPONSIBILITIES:** The Office Manager shall:

1. Oversee and coordinate general office procedures and activities, including responding to staff immediate needs, phone calls, visitor, and volunteer support.
2. Act as executive secretary for the senior co-pastors, offering support by anticipating needs regarding programs and upcoming events. Provide word processing, reproduction and administrative support to the church staff, officers, and ministry groups.
3. Cross trained in using the Church Database System to maintain the master church calendar of events for internal and external groups as well as maintain church and staff directories.
4. Provide entry and maintenance of membership information in the church database and set up new member files as well as archive out of date materials and maintain records of materials reproduced annually.
5. Assist the Church Communications Director in producing the newsletter and bulletin (learning graphics software, proof-reading, duplicating, etc.)
6. Draft and prepare church letters and general correspondence; mail and distribute outgoing correspondence, including that prepared by other staff members, officers, and ministry groups. Post mail daily and distribute mail to staff and elders.
7. Prepare annual reports and booklets as needed by various church programs. Archive these materials and maintain records of materials reproduced annually.
8. Call and train volunteers to provide office support.
9. Monitor and order office and other supplies in accordance with responsible staff and elder guidance and approved budgets; prepare and submit vouchers for purchases and service orders executed within areas of responsibility.
10. Operate, perform routine user maintenance, and provide general orientation, supervision and assistance in the use of office equipment by congregational users.

11. Monitor installed physical plant equipment (heating/ ventilation/air conditioning {HVAC} system, electrical/water supply controls, fire alarm systems, equipment timers, etc.) by conducting weekly surveys of church buildings and grounds to document needed repairs and improvements. Make prompt recommendations for action to the Facilities Elder.
12. Participate in BPC Annual Congregational Meeting, staff retreats, staff meetings, and other meetings as directed by the Pastors.
13. Direct the daily activities of the Custodian Contractor under the guidance of the Facilities Elder.
14. Coordinate and monitor facility use by outside groups to assure proper use; maintain building use agreement and key control.
15. Maintain a professional attitude and appearance in the office.

#### QUALIFICATIONS:

1. The ability to deal with the staff, congregation and general public on a daily basis in a welcoming and supportive Christian manner.
2. The ability to use word processing software (Microsoft Word and Pages preferred), database software, e-mail and Internet access. The ability to use and maintain copy equipment in support of pastors, staff, volunteers and the public.
3. The ability to function independently under broad, general guidance and minimal supervision.
4. The ability to prioritize tasks and cheerfully accomplish requirements under the pressures of time constraints and unexpected changes in church programming or facility use.
5. The ability to maintain personal computer and paper files; monitor publication, facility, pastors sermons/wedding/funeral bulletins, and session minutes.
6. The ability to monitor installed facilities equipment (e.g., heating/ ventilation/air-conditioning {HVAC}, electrical and water supply controls, security/fire alarm system, equipment timers, etc.) and notify the facilities elder when a problem arises.
7. Possession of a valid Virginia motor vehicle operator license and the ability to pass a background check.

**HOURS:** The part time Office Manager position would normally work a 30 hour week: Tuesday-Thursday (7 hours per day with 30 minutes for lunch) and 4 hours Monday and Friday. These hours can be adjusted to depending on the successful candidate.

**EXPERIENCE:** High school with 3 years' experience in office administration (preferably church administration)

**CONTACT:** If you are interested in this position, please send a resume to [lynn@burkepreschurch.org](mailto:lynn@burkepreschurch.org)