

Communications & Office Manager

Summary: The incumbent manages and implements the overall communications strategy of the church and coordinates the day-to-day management of the church front office for staff, members, and visitors.

Mission: Founded in 1772, the Old Presbyterian Meeting House is an historic and vibrant congregation in the heart of Old Town Alexandria. We are an inclusive, justice-seeking congregation of more than 1,000 members, a community of people who have been called by God to worship, study, and serve together as a visible sign of what God intends for all of humanity.

Position Status: Full Time.

Reporting Relationship: Reports to the Church Business Administrator.

Essential Duties and Responsibilities:

- Coordinate and implement the church's overall communications strategy – print and electronic – including the weekly Sunday worship bulletin, monthly newsletter, weekly email announcements, social media presence, website content and promotion, church-wide electronic correspondence, special bulletins, church directory, and more.
- Maintain website, church calendar, and assist in scheduling building usage;
- Provide office and administrative support to the pastors, church staff, Session, lay ministry and team leaders;
- Coordinate volunteer support for office and directed church activities;
- Oversee office function and office equipment and supplies;
- Provide a welcoming presence in the church office for congregation members and visitors.

Qualifications:

- Demonstrated experience in communications strategy and implementation;
- Demonstrated proficiency with presentation and publishing software, with specific knowledge of desktop publishing and graphic design software;
- Strong written and verbal communications skills;
- Professional, polite and friendly office demeanor;
- Ability to effectively screen calls and visitors.

Core Competencies:

- *Strategic Thinking Skills:* Able to think strategically about the present and future communication needs of the church.
- *Flexibility:* Adjusts quickly to changing priorities and conditions. Copes effectively with complexity and change. Ability to effectively handle competing priorities.
- *Proactive:* Acts without being told what to do. Brings new ideas to the church. Seeks to understand the church's mission to add value wherever possible.
- *Interpersonal Skills:* Establishes and maintains good working relationships; works well with people at all levels of the staff and congregation; uses diplomacy and tact; avoids communication triangles.

- *Attention to Detail:* Able to consistently attend to the many small pieces which comprise the organized whole; follows up on missing or contradictory items; resolves outstanding questions.
- *Teamwork:* Reaches out to peers and cooperates with supervisors to establish an overall collaborative and effective working relationship; follows through on commitments.
- *Communication:* Speaks and writes clearly and succinctly; delivers clear, unambiguous messages in an appropriate tone with effective results.
- *Volunteer Management:* provide effective direction and information; gain commitment and achieve results through the efficient, creative and responsible deployment of volunteers.

Physical Requirements: While performing the duties of the job, employee is regularly required to be mobile within a historic office setting equipped with stairs and elevator; to talk or hear both in person and on the phone; operate standard office equipment; occasionally stoop or bend; and lift up to 25 pounds.

Salary Range: \$ 44,000 – 48,000 based on relevant experience and credentials.

FLSA Status: Exempt / Salaried

Benefits: Outstanding benefits include: Fully-paid family health insurance (Blue Cross Blue Shield); fully paid employer pension plan; fully paid death and disability insurance; optional 403(b) retirement plan; 10 days paid annual vacation; paid sick leave; 12 annual paid holidays.

Resumes: Resumes and inquiries should be submitted to jobs@opmh.org as soon as possible.