

Saint Mark Presbyterian Church (Saint Mark) is seeking a full-time **Office Manager** to manage the day-to-day operations of the church office and provide administrative support for our staff and congregation. Saint Mark is a vibrant congregation located in Rockville, MD. We strive to be an open and inclusive community of Christian faith. We welcome people of every race, class, ability, and sexual orientation. We are looking for an Office Manager to partner with our pastor, staff members, and congregation to advance our mission of serving others in the Spirit of Jesus Christ. The Office Manager does not need to be Presbyterian, and we plan to hire someone from outside of the congregation.

The Office Manager is responsible for a variety of tasks including maintaining church records, calendars, and databases; producing correspondence and reports; communicating with prospective renters and coordinating rental agreements; producing the weekly bulletin and announcements; answering the office phone and email and routing information and requests appropriately. The Office Manager will report directly to the Senior Pastor.

This is a great opportunity for someone who loves to work in a collaborative environment with excellent attention to detail and the ability to multitask. Strong computer skills are required.

This is a full-time (9am-5pm Monday-Friday), hybrid position with up to two days per week remote. Benefits include paid vacation and sick leave, health insurance stipend, and retirement plan participation with an employer match after one year of employment.

#### **Responsibilities and Duties:**

- Answer the office phone and email and route information and requests to appropriate staff and members.
- Produce the weekly bulletin, announcements, and worship service slide show.
- Produce correspondence, records, forms, brochures, and reports as required for Senior Pastor, Music Director, and ministry teams.
- Maintain church records and databases, including mailing lists, calendars (church events and rental schedule).
- Compile Annual Report from components supplied by church officers and staff members.
- Monitor office supplies and order new supplies as necessary.
- Communicate with prospective renters and coordinate with the Property Ministry and Building Use Committee.
- Collect payments from renters.
- Assist renters with minor issues or problems that arise during regular office hours.
- Provide access to church buildings for inspectors, contractors, and maintenance workers.
- Perform additional related duties as assigned by the Senior Pastor.

#### **Skills and Qualifications:**

- Strong written and verbal communication skills
- Strong organizational skills and the ability to multitask to complete a wide variety of tasks
- Strong interpersonal skills to interact with staff, members of the congregation, renters and visitors.
- Attention to detail to ensure tasks are completed correctly
- Strong computer skills including proficiency with Microsoft Office and Dropbox
- Experience with social media including Facebook and Instagram and editing webpages are a plus
- Experience with Constant Contact and Apple Keynote are a plus