

## KINGS OF KINGS LUTHERAN CHURCH POSITION DESCRIPTION

### OFFICE MANAGER

1) GENERAL PURPOSE OF POSITION: This position reports directly to the Senior Pastor and provides executive administrative services and secretarial support to the Senior Pastor, members of the staff and any leaders needing clerical support. This position oversees, plans, and implements general office procedures for the church office, including document flow, filing systems, membership records, telephones, office equipment, and all other general office activities. The duties of this position cover the above plus any duties as assigned.

#### 2. MAJOR DUTIES AND RESPONSIBILITIES:

- a) Support the mission, vision, and values of the congregation.
- b) Assist in the preparation of administrative reports, data/information gathering, computations, draft/develop routine reports, bulletins, newsletters, mailings, special reports and summaries.
- c) Oversee and manage office procedures, data entry, telephones, filing system and all office equipment.
- d) Maintain the scheduling and oversee the actual work of the volunteer force of the church office. In addition, maintain the volunteer lists and schedules to be utilized in the church office.
- e) Maintain a visible profile in all areas of the congregation to facilitate coordination in use of congregational resources and promote the networking of members to do ministry.
- f) Routinely engage in contacts with outside personnel and organizations to obtain or relay information concerning the ministry of the Congregation. Frequently initiates contacts with members to obtain or relay information. Resolve problems, obtain and relay information, and respond to inquiries in a manner requiring considerable knowledge of policies and procedures of the Congregation.

#### 3.) MINIMUM SKILLS AND ABILITIES:

- a) Highly skilled in all areas of office management, with strong clerical skills.
- b) Excellent communication skills, both oral and written.
- c) Self motivated with good decision making, problem solving skills, and process thinking skills.
- d) Highly skilled in matters of confidentiality, sensitivity, compassion, discretion, empowerment, and team building skills.
- e) Proficient PC user, familiar with a variety of software programs including word processing and data bases.

#### 4.) EDUCATION AND/OR TRAINING

- a) Associates/Bachelors in Business Management or a related field and/or equivalent work experience

b) Minimum of three (3) years experience in office management (or equivalent)