***Job Description:*** Office Manager

The primary purpose of this role is to manage the Front Office working together with the Front Office Receptionist. This role will support the weekly communications to the congregation both in print and electronic. This role will also support the Business Administrator on a daily basis, and Pastoral staff regarding member statistics and reporting required by the Church and Conference.

***General Over All Job Scope:***

1. **Connections eNewsletter**
2. Continually evaluate platform and content to deliver the best member experience.
3. Effectively communicate with staff to obtain weekly information for newsletter
4. Create Video clips from worship and other events for newsletter
5. **Manage Realm (Church Data Base)**
6. Update and add or remove Member Profile Information as it becomes available
7. Evaluate features in Realm to maximize data base features such as “Text”
8. **Pastoral Support**
9. Updating Membership Records such as transfers in/out, confirmations, deaths, births, and baptisms.
10. Gathering and providing statistics for Church Conferences, Yearly Conference Statistical Report as well as any other statistics needed.
11. **Ministry/Worship Support**
12. Track and report worship statistics on a weekly, monthly, and yearly basis
13. On a weekly basis provide TV and Worship Slides
14. **Office/Facility**
15. Assist and support Business Administrator with any projects or tasks such as Quarterly Member Statements, Mailings, etc…
16. Front Desk Coverage from 12:30pm to 4:00pm Monday thru Friday
17. Assist Front Desk receptionist with Monthly Connections, Weekly Bulletins, and other communications
18. Perform Front Desk receptionist duties during any absences including sick, and vacation.
19. Maintain Facilities Schedule for all DUMC activities and Events
20. Attend weekly staff meetings reporting and pertinent information regarding the Church and Ministries.

***Performance Expectations:***

1) Show creativity and resourcefulness in the design of print and electronic communications. Deliver all communications on a timely basis.

2) Foster high levels of cooperation and effectively work in a team environment(s) with quality relationships and respect of each member’s giftedness and unique abilities.

3) Give full commitment in word and deed to support the faith tenants and cultural expectations.

4) Work with a teachable heart, good attitude, and unified spirit.

5) Value and develop strong/positive relationships with church staff, ministry partners, community, and families.

***Qualifications/ Skills***

1) Possess organizational, multi-tasking, and project management skills

2) Ability to enhance, expand and maximize the efficiency of the communications to members and the community.

3) Proficient in Microsoft Word, Excel, Publisher, and Google Sheets.

4) Able to continually learn and implement new software and processes.

5) Good verbal and written communication.

6) Pleasant personality, conversational skills, ability to receive directions and carry out instructions.

7) Ability to maintain confidentiality

***Spiritual Gifts***

1) Leadership and Support

2) Heart of Service