

PARKCHURCH

Title: Office Manager (Temp)

Team: Operations

Reports to: Director of Operations

Park Church exists to make disciples of Jesus for the glory of God and the joy of all people. The Operations department exists to create clear, compelling communication - both internally and externally - and to ensure that we steward our finances and property to the glory of God. The Community & Formation department exists to equip the saints in the work of the ministry.

General Description and Responsibilities

This role is designed to help foster an environment of hospitality and oversee the daily administrative tasks in the office for both staff and guests. This role calls for a person so transformed by the love of Christ and engaged with the mission and vision of this church that they exude joy and warmth, and a willingness to serve our staff and guests.

Primary Responsibilities:

1) Office Manager (~20 hours)

- a) Communication & Correspondence
 - Responds to voicemails from the Park Church phone number (between normal business hours, 8am-5pm)
 - Manage renew@parkchurchdenver.org email. Respond to or forward messages to appropriate person.
 - Answer the front door when the bell rings
 - Print & cut communication docs (bulletins, worship guides, etc.)
 - Manage contact and prayer cards from Sundays
 - Plan Staff Celebrations (Birthdays, Work/Marriage Anniversaries, New Babies) and Losses (Deaths, etc.)
- b) Building Use & Office Space
 - Maintain orderliness and cleanliness of office (including hallways, bathrooms, and common spaces)
 - Coordinate and setup for building usage by partner organizations
 - Wash, dry, and fold Hospitality Towels
 - Coordinate with Cleaning Crew
 - Order supplies for office (coffee, snacks, paper, ink, office supplies, cleaning supplies, Sunday hospitality supplies)
 - Assist bookkeeper with offering collection and distribution of mail
 - Coordinate group meals for staff (bagels, etc.)
- c) Additional Processes
 - Coordinate scripture readers
 - Complete tasks as needed from Director of Operations

Particular Skills:

- Ability to prioritize projects and tasks, time management, and organizational skills
- Motivated by checking off tasks daily
- Friendly: convey a welcoming and helpful attitude towards visitors, callers, etc.
- Ability to handle sensitive issues and maintain necessary confidentiality regarding church related information.
- Ability to implement and develop general office duties and protocol consistent with Park Church ethos and goals.
- Ability to communicate winsomely and develop positive, loyal relationships with others.

Expectations and Compensation

- 20 hours per week
- Hourly rate commensurate with experience