

Job Title	Office Specialist	Location: flexible
Description	The Church Office Specialist oversees the volunteer ministries for the congregation, manages database and ensures efficient office operation. Reports to: Lead Pastor	
Principle Responsibilities	<p>The primary responsibilities include, but are not limited to:</p> <div> <div> Volunteers (40%) <ul style="list-style-type: none"> Maintain volunteer lists & signups Recruit and manage lead volunteers for ministries (Peaceful nights, Meals on Wheels, Funeral Lunches, etc.) Manage signups and payments for church events Partner with committees to equip volunteers Coordinate volunteer applications and background checks </div> <div> Property (30%) <ul style="list-style-type: none"> Coordinate building rentals & room assignments Handle routine questions about policies Refer building maintenance to custodian </div> <div> Office (20%) <ul style="list-style-type: none"> Input updates to database system (ICON) Order and maintain office supplies Manage phone system </div> <div> Staff Responsibilities (10%) <ul style="list-style-type: none"> Adheres to staff covenant Attends staff meetings Seeks out and completes pertinent continuing education </div> </div> <p>• Other duties as assigned</p>	
Qualifications	<ul style="list-style-type: none"> Advanced computer skills in using MS Word, Excel and internet Excellent interpersonal communication skills (verbal and written) Basic knowledge of how the church operates and ability to grasp quickly how the church office functions Ability to maintain confidentiality in all matters Ability to relate to a variety of people Degree preferred or 2+ years of equivalent work experience with similar responsibilities Exhibit professionalism, demonstrated by, conscientious work ethic, teaching ability and accountability 	<ul style="list-style-type: none"> Demonstrated ability to work at a fast pace within a variety of settings and circumstances, with composure and flexibility Attention to details with a focus on quality Self-starter, good at prioritizing projects and a willingness to seek new information, training, and resources as needed no travel required ability to lift 20 lbs
Position Type	Part-time (10 hours/week), FLSA Non-Exempt	

