

SWARTHMORE PRESBYTERIAN CHURCH
Position Description

Title: Office Manager

Type of Position: Hourly and part-time, 15 hours per week

Overview:

Swarthmore Presbyterian Church (SPC), a congregation of the Presbyterian Church (USA), is a vibrant and growing church community with approximately 650 active members. SPC is seeking an Office Manager. The Office Manager supports the ministry and mission of the church. Our ideal candidate exemplifies a welcoming, inclusive, and appreciative spirit, which are integral to the church's hospitality. The person must also be an effective "fisher of people," recruiting and managing volunteers with appreciation. Professionalism, warmth, kindness, as well as discretion, are paramount in dealing with the church and nursery school staff, congregants, and the community. The person must be highly organized, detail-oriented, and able to manage multiple responsibilities at one time. The work culture is highly collegial and supportive and requires a high level of responsibility.

Position Summary:

The Office Manager is a part-time, 15-hour per week employee. The person is responsible for the smooth and hospitable operations of the Church Office, management of volunteer receptionists, oversight of custodial services, and oversight of church space rentals. The Office Manager also provides administrative support to the Deacons, Christian Formation, Outreach, and non-Session committees and teams. The Office Manager supports the Director of Communications in providing printed materials.

Requirements and Skills: Strong communication, writing, and editing skills, strong interpersonal skills, with the ability to recruit and manage volunteers effectively, desire and ability to engage the congregation, skill in the use of technology, ability to learn quickly, nimble, resourcefulness, ability to juggle multiple tasks and to prioritize them. The ideal candidate would already have facility in using many of the following applications and would be able to learn with agility and resourcefulness new programs and applications: Office 365 (Word, Excel, Publisher, Outlook, PowerPoint), Sharepoint, One Drive, Windows 11, Servant Keeper, Mail Chimp, Google applications (Drive, Docs, Sheets, Forms, and Sites), Adobe Acrobat, Signup Genius, YouTube Studio, Zoom, Podbean, QR Code Generator, and Windows Movie Maker.

Reporting Relationship:

The Office Manager reports to the Parish Administrator and is accountable to the Head of Staff. The person works closely with the church staff, volunteers, and congregants.

Responsibilities:

- Builds up a culture of hospitality to be experienced by all who enter the church.
Manages volunteer receptionists, coordinating their shifts, training in roles,

responsibilities, and best hospitality practices, and assigning appropriate tasks to support the ministry areas of the church. Oversees building access for employees and volunteers.

- Provides administrative support to the Deacon ministry of care and compassion, including managing groups in church database, segmenting audiences for various care programs, and maintaining online files.
- Provides administrative support to non-Session committees, including Presbyterian Women, Alternative Christmas Shop, and Fall Fair. Coordinates select events, as directed by program staff.
- Provides administrative support to Christian Formation, including managing groups in church database, segmenting audiences for the use of Mail Chimp and other communications, and maintaining media files.
- Supports the work of the Health and Safety Committee, ensuring the annual occurrence of fire, active shooter, and other emergency safety trainings.
- In consultation with Business Office and staff, manages rental requests and agreements.
- Maintains office supplies and manages the maintenance of office machines and technology. Coordinates with the Business Office on network issues.
- Provides administrative support to the church archives.
- Other duties as assigned.

Weekly Schedule: Mondays, Wednesdays, Thursdays, 10 a.m. to 2 p.m., Tuesdays, 9 a.m. to 12 p.m.