



CELEBRATING AND DEMONSTRATING THE LOVE OF CHRIST

# OFFICE MANAGER

## Job Description

### Overview

The Office Manager is a person who will interface with the congregation and community as well as fulfill detailed clerical and administrative responsibilities under pastoral oversight. The position will work as a team with two other part-time secretaries. Hours: 18-21/week. Pay: \$16-18/hr. depending on qualifications and experience. Schedule: Tues.-Fri. with some flexibility. Start date: January 2022.

## Responsibilities

- Receptionist (phone, greeting walk-in traffic, referrals, errands, general clerical such as copying worship orders, letters, etc., ordering supplies, coordinating office volunteers)
- Congregational Care: cards, flowers, mail, general communication
- Database: some data entry, volunteer scheduling, facilities/ resource calendar
- Financial: processing bills and income forms for submission to the bookkeeper

*This is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.*

## Requirements:

- Relational: good with the congregation and public (walk-ins and phone)
- Administrative: organized, able to schedule and keep up with many diverse responsibilities (weekly, monthly, quarterly, etc.) from To Do/ Calendar software/ planner lists without daily oversight
- Computer/ internet: competent with basic use of word processor and spreadsheet software (Microsoft or Apple, database/ online for entry)
- Financial: reliable and detailed in handling money, bills, deposits, following procedure for receiving expense and income submissions
- Commitment: supports the Grace Church vision (some reading or online study may be required for non-members), committed to team loyalty/ conflict resolution; Grace membership/ regular attendance is preferred and helpful, but the job is open to outside applicants

## How to Apply:

- Submit resume with references to [grace@gracedover.com](mailto:grace@gracedover.com)
- Interviews are expected to begin in January.

## Contact:

Phone: 302.734.8150

## Web:

[gracedover.com](http://gracedover.com)  
[facebook.com/gracedover](https://facebook.com/gracedover)