

PROVIDENCE

Position Description: Office Manager
Proposed: Fall 2024

POSITION FOCUS

The Providence Office Manager serves the pastors administratively by “getting stuff done.” They serve the entire staff team by ensuring all aspects of the office are running smoothly. By extension, they also serve the entire church by facilitating a welcoming environment, planning events, and ensuring the smooth flow of processes. This role combines hospitality (people focus) and execution (task focus). Spiritual gifts in serving and administration are paramount. You will be part of the Providence staff team, engaged in the overall mission of the church, and report directly to the Executive Pastor (Kendal Haug).

ESSENTIAL FUNCTIONS

Oversee the operations and culture of the church office

Office Management

- Take ownership of the overall health and functioning of the office operations and culture
- Manage the staff calendar, rhythms, and norms
- Help with HR and financial systems and processes
- Looks for ways to improve operations and implement new ideas
- Troubleshoot and assist staff members with any office needs
- Run errands, stock supplies, and other miscellaneous tasks
- Coordinate office lunches and other staff events
- Be a warm and welcoming “first contact” for anyone who visits the church office

Pastoral Assistance

- Offload details (tasks, correspondence, scheduling, errands, etc.)
- Other duties and special projects as assigned by the pastors

Oversee the coordination of events in the church building

Event Coordination

- Coordinate, manage, and help execute Providence events happening in the church building (e.g., membership meetings, elder and deacon meetings, equipping classes, women’s events, lunches, etc.)
- Manage the master calendar for the building
- Ensure that event and gathering spaces are prepped as needed
- Assist in “hands on” execution of certain events

Rental Coordination (Future)

- Coordinate all rental requests for the church building, including managing rental contracts and fees
- Serve as the “go-to person” for all renters using the building
- Work with facility and event vendors when needed

ESSENTIAL COMPETENCIES & APTITUDES:

- *Servant Mindset:* You must seek to be a servant to all—you are ready to take on any task with initiative, joyfulness, and hard work.
- *Emotional Health:* Your identity is rooted in Christ. You are not afraid to fail, able to give and receive constructive feedback, and not governed by the approval of others. You seek to resolve conflict in a timely manner. You are able to articulate needs, but also to focus on the needs of others.
- *Relational warmth and teamwork:* You are comfortable relating to a wide variety of people. You are aware of how people experience you, both as a representative of Jesus and of the church. Strong interpersonal, communication, relationship skills. You can work with staff, members, volunteers, as well as those outside our church, to effectively achieve objectives and minister to people.
- *Commitment to excellence:* Detailed oriented with high standards of excellence. Humble and open to receiving and implementing feedback. You are able to identify issues, troubleshoot, and implement solutions. Play the role of quality control.
- *Self-starter:* Take the initiative and be aware of what is/isn't happening around you and take action. High level of responsibility, hard worker.
- *Technical Knowledge:* Proficient in essential tools and technologies (e.g. web, email, Word, Excel, Mailchimp, Planning Center, Google Docs, Asana, etc.).

HOW WILL I BE EVALUATED?

- On the efficiency of office operations and health of its overall culture.
- On the efficiency of building coordination and event execution.
- On your friendliness, hospitality, and proactivity.
- On your ability to manage assigned tasks and bring them to completion on time and with excellence.
- On your ability to work well alongside others in a collaborative team environment.
- On your ability to work under the vision and leadership of the pastors.

COMPENSATION:

- This is a full-time, in-office position (Monday-Friday, 9am-5pm)
- Competitive salary based on position group: Ministry Execution
- Benefits include health, dental, and PTO