



OFFICE MANAGER JOB DESCRIPTION

TITLE

Office Manager

MINISTRY PURPOSE

The role of the Office Manager is to oversee and facilitate all office related activity for Harvest Church.

SPIRITUAL QUALIFICATIONS

Fully-devoted follower of Jesus Christ, a regular attendee of and in agreement with Harvest Church and it's mission, vision, and values, as well as EFCA doctrines.

QUALIFICATIONS

- A pleasant, professional demeanor that will positively influence Harvest staff, guests and callers
- Strong communication, administrative, organizational, and secretarial skills
- Ability to perform basic computer skills such as update App, design emails and basic promotional pieces, and maintain website.
- Aptitude for designing effective communication streams and promotional campaigns both within Harvest Church and to the community.

KEY RESPONSIBILITIES

- Provide office support for pastors and various ministry leaders , including Sunday mornings as needed
- Maintain communications with the church via weekly email updates, prayer requests, and social media updates
- Regularly update Harvest APP and Website
- Maintain Harvest calendar and serve as church liaison for facility use (weddings, funerals, etc)
- Maintain and update church database (Planning Center Online)
- Process incoming mail and deliveries
- Answer phone calls and emails
- Track and order office supplies as needed
- Update attendance database for both Beaver Dam and Uncion Fresca Campuses
- Prepare materials for Congregational Meetings, Foundations Class and as needed
- Work in coordination with building manager to assure good communication and planning
- Work with financial team to understand and maintain budget and accounting files
- Attend weekly staff meetings and other meetings as necessary