



Office Manager

JOB SUMMARY:

The part-time Office Manager will work towards the mission and vision of Grace Hill Church by providing professional administrative support to the Grace Hill Staff Team and by helping to oversee day-to-day operations. This position is salaried and part-time, approximately 25 hours/week.

RESPONSIBILITIES SUMMARY:

The Grace Hill Office Manager will provide administrative support to the Pastoral Team, the Director of Communications, and the Finance Manager. In addition, the Office Manager will also oversee the logistics for Sunday Morning Worship and other events/programs.

QUALIFICATIONS:

- BA or BS degree strongly preferred.
- Member (or willingness to begin membership process) of Grace Hill Church.
- Meets the biblical qualifications for a Deacon as outlined in 1 Timothy 3:8-13 and Acts 6:3.
- Previous experience providing administrative and operational support to a team desired.

COMPETENCIES AND EXPECTATIONS

- Fully embraces the vision and doctrine of Grace Hill Church.
- Reliable, takes initiative, self-motivated, and able to take ownership of their role.
- Embraces and adapts to growth and change with innovation and creativity.
- Uses appropriate judgement in the areas of discretion, sensitivity, and confidentiality.
- Has a cooperative, healthy, and motivating relationship with staff and volunteers.
- Not short fused or quick to anger. Able to receive instruction and constructive feedback.

ESSENTIAL FUNCTIONS

- Provide as-needed administrative support to the Pastoral Team, the Finance Manager, and the Director of Grace Hill Kids.
- Provide administrative support to the Director of Communications, which includes but is not limited to maintaining social media channels, updating the website, and producing the weekly bulletin and newsletter.
- Oversee logistics for all events, programs, and Sunday Morning Worship.
- Oversee all volunteer scheduling in coordination with Team Leaders and ensure it is done in a timely, efficient, and unified manner.
- Manage all aspects of Planning Center and maintain the church database.
- Provide administrative support to the Engagement Team in implementing our guest follow-up process.

EDUCATION, SKILLS, ABILITIES:

- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude, and behavior.
- BA or BS degree.
- Extremely detail-oriented, strong administration skills, and excellent time management skills.
- Able to manage multiple projects at one time.
- Advanced skills with Microsoft Office and capacity to learn new software (Planning Center, ProPresenter, Adobe Creative Suite, etc...)
- Able to learn and grow intermediate skills in basic website editing (Wordpress) and managing multiple social media channels.
- Excellent communications skills (written, verbal, and interpersonal).
- Ability to adapt to change and growth, troubleshoot unexpected challenges, and see setbacks as opportunities.

OTHER INFORMATION:

- Reports to the Grace Hill Church Lead Pastor.
- Must work out of the Grace Hill Offices in Herndon, VA.