

**KENT FIRST PRESBYTERIAN CHURCH**  
**Position Description**

**TITLE:** Office Manager  
(Non-exempt, part-time)

**AREA OF ASSIGNMENT:** Office

**HOURS OF WORK:** Monday through Friday, approximately 20 hours per week

**QUALIFICATIONS:** Basic knowledge of general office procedures, standard office equipment (telephone systems, fax machine, copy machine, scanners, etc.), and Windows operating system. Able to easily adapt to upgraded operating systems. Ability to use Windows based computer applications, such as Microsoft Word, Excel, Access, Outlook, PowerPoint, Publisher or equivalents. Must be able to type a minimum of 50 words per minute without error. Must demonstrate spelling and grammar competence. Must possess excellent communication skills; written, verbal and interpersonal. Organizational skills a top priority. Required to be sensitive and protective of all confidential issues. Must be bondable.

**ACCOUNTABLE TO:** Accountable to the Pastor as head of staff and the Session via the chair of the Personnel Committee in performance of his/her responsibilities.

**EVALUATION:** Performance reviews will be conducted annually by the Pastor as head of staff and the Session Personnel Committee. The Session Personnel Committee will review the adequacy of compensation annually.

**GENERAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the daily operation of the church office, supporting the activities of the Pastor and life of the Church, including, but not limited to, receiving telephone calls and visitors, typing, filing, routine correspondence, and making referrals for community assistance as appropriate to those in need. Daily pick up of mail at Kent Post Office Box and distribution.

2. Assemble the Annual Report to the Congregation with input from the Session and others. Prepare and distribute special mailings as needed (ex: Stewardship mailings, Great Escape Weekend, etc.)
3. Perform secretarial work for church committees as directed by the Pastor.
4. Maintain church calendar and manage the building use schedule in cooperation with the Pastor and the Session.
5. Maintain attendance records as directed by the Pastor and Membership Committee.
6. Maintain a list of active church officers with phone numbers (work, home, and cell), email addresses, and postal mail addresses. Maintain phone numbers, email addresses, and postal mailing addresses for all members and friends of the church congregation.
7. Work cooperatively to provide secretarial and communication support to other staff members, committee chairs and volunteers.
8. Monitor, order, and receive office and other church supplies as requested. Monitor office budget and expenditures, keeping within limits set by the Stewardship committee.
9. Maintain employee and staff records, including records of vacation leave, professional development and sick leave.
10. Prepare and distribute documents such as church bulletins, announcements, and letters to the congregation as appropriate.
11. Coordinate activities of clerical volunteers, which may include training, scheduling and supervision of such volunteers.
12. Coordinate custodial work activities with custodian and Pastor.
13. Supervise and evaluate custodian and custodian work activities.
14. Perform miscellaneous duties as jointly agreed upon by the Pastor, the Personnel Committee, and the Office Manager. (i.e. New Life, Emergency Feeding Program, etc.)

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chairperson, Personnel Committee

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Clerk of Session