

POSITION DESCRIPTION

Position Title: Office Manager (Salaried)

DATE: May 20, 2021

REPORTING RELATIONSHIPS

Position Reports to: Co-Lead Pastors

Position Supervises: Maintenance Coordinator, Administrative Assistant, and Bookkeeper

Position Coordinates with: Associate Pastor and Worship Music Coordinator.

POSITION PURPOSE

The Office Manager will provide the operational oversight and vision necessary to ensure that FLC fulfills its mission of ministry as a Church of the ELCA and a Preschool.

As a member of the leadership team, the Office Manager will lead and inspire a highly productive operating culture built around effective teams, achievement of goals and attainment of metrics that result in sustainable growth of the church. This position also oversees many of the day-to-day operations. This includes managing the church building calendar, supervising building use and readiness for all scheduled activities, and managing staff and volunteers. This position is also responsible to develop and implement a strategy for relevant communication both within the church and with our community. The Office Manager manages and maintains the communication and marketing materials for both the community and the congregation. The Office Manager ensures the Preschool meets and maintains state standards as well as assists in the day to day running of the Preschool.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Drives the ongoing enhancement of the organizational strategies and goals that impact operations, personnel, financial performance, payroll, facilities, hospitality and project management.
2. Enlists, motivates and leads a high-performance team. Provides guidance and mentoring in a consistent manner across the entire organization.
3. Manages all outside vendor relationships including: insurance, printing, telecommunications, legal, utilities, technology and other suppliers.
4. Attends weekly meetings that involve programing and staff.
5. Forges strong relationships with key leaders in the church and demonstrates the ability to manage effectively conflict. *Exudes confidence yet establishes a tone of selfless leadership throughout the church.*
6. Mobilizes and elevates the internal operations of the church, and builds innovative programs requiring operationally-driven linkages between the needs of the church and the resources necessary to accomplish the goals.
7. Develops an annual operating plan that supports the ongoing goals of FLC in collaboration with the Co-Lead Pastors and Council.
8. Ensures that effective communication occurs throughout the church and that transparency of senior leadership's thoughts and objectives are communicated to all Ministry Teams and the rest of the organization.
9. Regularly reviews and enhances the church's personnel policies, including compensation guidelines and employee benefit plans. Safeguards the interests and welfare of employees as individuals are preserved and protected.
10. Manage calendars for room scheduling, fee charges, and approval of use within the Building Use Policy.
11. Coordinate, edit, print and distribute FLC's annual report and other reports for Congregational Meetings.
12. File reports with the Nebraska Synod and the ELCA as required by February 15 of each year.
13. Maintains and coordinates with staff and volunteers all materials to be posted on First Lutheran Church website and the related collateral sites and coordinate efforts to keep information accurate and up-to-date.
14. Oversee, develop and deploy the various forms of electronic communication (email, social networking, television screens throughout the facility, Constant Contact, SignUp Genius, etc.)
15. Oversee, coordinate and produce regular publications (including, but not limited to the Messenger (in conjunction with Administrative Assistant and Lead Co-Pastor), the weekly newsletter visitor and ministry brochures and posters, etc.).
16. Produce and provide print advertisements and press releases for all regional media outlets, and coordinate efforts to advertise church activities, functions, services and general information to the local community.
17. Act as the project manager of all communication activities, acting in a consulting role and as a gateway and quality control check on all church communication products, including those produced within individual ministries of the church.
18. Coordinate congregational events and meals as needed in conjunction with other staff and ministry teams
19. Preschool: Ensures that teachers and volunteers meet state accreditation standards, when required, and that all individuals that come in contact with students are checked against applicable state lists, etc.

20. Preschool: Ensure that the school maintains all filings, records, training, etc. as necessary to operate a preschool within the State of Nebraska.
21. Preschool: Schedules teachers, assistants, etc. ensuring that state minimum standards are met which may include calling for substitute teachers and/or covering a classroom during a teacher’s absence, or when an urgent situation arises, such as a student-based emergency.
22. Preschool: Develops, maintains, evaluates, posts and practices emergency safety plans, for events such as fire evacuations, severe weather procedures, etc.
23. Preschool: Ensures that all duties required by a school director in the State Preschool Standard Handbook, as amended from time to time, are performed in a timely manner.
24. Closure decisions and notifications.

OTHER RESPONSIBILITIES

- Assist Administrative Assistant with greeting duties and answer phones when required.
- Attend monthly Council meetings and Preschool Board meetings, as well as quarterly Personnel Team meetings.
- Assist with regular communications materials to the congregation including regular mailings and newsletters.
- Assist others with volunteer recruitment and coordination when needed
- Preschool: Handle financial issues such as payments of tuition, late fees, etc.
- Preschool: Maintain staff records as required by state guidelines.
- Preschool: Assure proper certification to drive the van on field trips.
- Preschool: Learn and help manage SmartCare System
- Regularly meet with FLC Office Staff and Preschool Lead Teacher (and staff if necessary) for optimum communication.
- Ability to maintain confidentiality
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Assist Personnel Team with interviews and hiring process.
- Provides training for employees and volunteers under direct supervision.
- Plans, assigns, and directs work.
- Appraises performance: rewards, disciplines, coaches employees.
- Responds to staff issues, concerns, and/or communication challenges when they arise.
- Demonstrate and encourage healthy communication practices between other staff, pastors, congregation members, visitors and other constituents of the church.

QUALIFICATIONS / REQUIREMENTS

- | | |
|---------------------------|--|
| Education / Experience | <ul style="list-style-type: none">• Bachelors Degree and/or a minimum of 10 years in a business administration environment |
| Knowledge / Skills | <ul style="list-style-type: none">• Computer knowledge required (Microsoft Office), web management experience preferred• Demonstrate interpersonal skills and excellent communication etiquette• Must be detail oriented |
| Language Requirements | <ul style="list-style-type: none">• Fluent with the English language both in its written and oral forms. |
| Mathematical Requirements | <ul style="list-style-type: none">• Ability to add, subtract, multiply and divide. |
| Reasoning Ability | <ul style="list-style-type: none">• Ability to exercise reasonable independent judgment to solve problems. |
| Physical Demands | <ul style="list-style-type: none">• Regularly required to see, hear, stand, walk, climb, balance, kneel, and stoop.• Ability to lift up to 30 pounds from floor to 5 feet.• Ability to operate a vehicle. |
| Attendance | <ul style="list-style-type: none">• Regular and predictable attendance is an essential requirement. |