



Job Description: Office Manager

Key Qualities

1. Have a healthy and growing walk with the Lord
2. Attend Mt. Vernon Christian Church and support the theology, vision and mission.
3. Self-motivator who can lead and listen
4. Strong organizational and detail skills, computer proficient
5. Compassionate, humble and a collaborator
6. Strong communicator, both verbally and written
7. Ability to maintain confidentiality

Responsibilities

1. Office
 - a. Prepare weekly items needed for worship, including (but not limited to) the bulletin, announcement slides, livestream link.
 - b. Caring for weekly needs such as daily mail, emails, prayer requests
 - c. Update the church's online presence, including website, Facebook, Instagram.
 - d. Preparing a weekly newsletter
 - e. Ordering supplies for different ministries as requested. (Including, Kitchen, Flowers, etc.)
 - f. Communicate with different ministry leaders about needs or phone calls that come in.
2. Facility
 - a. Handle any facility requests that come in and administrate the general use of the building.
 - b. Communicate with the trustees about any needs.
 - c. Keep a list of current inventory (A/V equipment)
3. Financial
 - a. Follow Mt. Vernon procedures and protocol in preparing and printing checks.
 - b. Prepare an itemized credit card report each month
 - c. Track weekly giving at Mt. Vernon through the envelope system. Prepare new envelopes each year for the congregation.

Reports To

1. Senior Pastor
 - a. This individual will provide the Senior Pastor monthly reports.
2. One performance review annually.

Time – Hours per Week: 16 hours- This is a part-time position. Office hours are Monday-Thursday 9am-12pm. This individual can add the additional hour either before or after the 9am-12pm. An example would be 8:30am-12:30pm or 8am-12pm.

Salary- This is an hourly position, with the salary amount discussed during the process.

Benefits: This position includes Federal Holidays off and 8 (4-hour days) paid vacation.

How To Apply-

To apply please send your resume and cover letter to apply@mtvernonchristianchurch.com.

References will be requested once a candidate moves farther along in the process.