



## Orchard Park Presbyterian Church (OPPC) Office Administrator / Manager (v2, 2024May28)

<i>Position Title</i>	Office / Administrator Manager
<i>Accountability (Reports To)</i>	<u>Direct:</u> Pastor, Head of Staff Dotted Line (Short term): Business Administrator
<i>Supervision (Direct Reports)</i>	None
<i>Status / Hours / FLSA</i>	Full time / exempt. 37.5 hours per week Core hours: M-Th: 8:30 – 4:00, Friday 8:30 to 3 Summer hours: M-Th: 8:30 – 4:00 (when Preschool is not in session)  Benefits include medical/dental, paid vacation, compassion & business days, life insurance and 403B contributions after one year
<i>About OPPC</i>	<p>OPPC is seeking to hire an enthusiastic individual, who understands “church” and has a deep desire to make sure that our church office/ministries run smoothly on a daily basis.</p> <p>OPPC is a church of about 500 members and is located at 1605 East 106<sup>th</sup> Street in Carmel, Indiana. OPPC has an active congregation, a large preschool program, and other activities that fill the church every day of the week, weekdays from 8:30am til after 9pm.</p> <p>The members of OPPC are committed to becoming disciples of Jesus by being connected with others, both inside and outside our church walls, to further Christ’s kingdom. Blessed by God’s love, the OPPC Family seeks to grow in our faith and to reach out with the Good News of Jesus Christ.</p>
<i>Purpose/Function</i>	<p>The Office Administrator / Manager will create a welcoming environment for members, colleagues and guests of OPPC and help ensure the smooth functioning of day-to-day operations and communications:</p> <ul style="list-style-type: none"> <li>• Provides front office support, phone coverage, and door entry during church office hours</li> <li>• Provides administrative support to the head pastor, other church staff, and ministry teams.</li> <li>• Oversees the overall church calendar, data, and documents.</li> </ul>

<i>Position Title</i>	Office / Administrator Manager
<i>Primary Responsibilities</i>	<ol style="list-style-type: none"> <li>1. Office Manager: Provide welcoming “front-line” hospitality to church members and guests <ol style="list-style-type: none"> <li>a. Serve as receptionist - receive phone calls, greet and direct church guests</li> <li>b. Receive / respond to/ direct communication to appropriate staff and ministry leaders.</li> <li>c. Make sure the church runs smoothly on a daily basis. Anticipate needs, resolve issues, order supplies.</li> </ol> </li>   <li>2. Manage/create/produce all formal church publications <ol style="list-style-type: none"> <li>a. Draft, review, proof, and distribute church publications: worship bulletins, church emails, e-newsletters, sign up forms, and mailings to congregation and shut ins.</li> <li>b. Create/order/display posters and banners for special church events.</li> <li>c. Support the assembly/creation of the annual report to the congregation and submission to Presbytery.</li> </ol> </li>   <li>3. Ministry Administrator: Proactively prepare for church events and ensure logistics/ communications are in sync – room reservations, printed materials kitchen supplies, documentation, banners, etc. <ul style="list-style-type: none"> <li>○ Anticipate church events</li> <li>○ Forecast communication/logistics plan anticipating upcoming events - ensuring that logistics (rooms, posters, banners, bulletin inserts, mailings, web, and social media posts) are ready to go. Help prepare materials. Funnel information into relevant church communications: bulletins, web, social media</li> <li>○ Support the visitor and new member teams: Send out letters, special mailings, create new member materials.</li> </ul> </li>   <li>4. Provide administrative support to pastors, staff, officers, and ministry teams. <ul style="list-style-type: none"> <li>○ Provide administrative support – sending out reminders, zoom meeting links, agendas/documents/information and other activities.</li> <li>○ Manage key church information and documentation: staff/officer lists and contact data, session files, church policies, meeting minutes, etc. Manage appropriate storage/archival on the church “public” drive.</li> <li>○ Track key church/member information on spreadsheets and databases (Realm): weekly attendance, member data, births, deaths, baptisms, weddings.</li> <li>○ Assist church officers as needed. Support the Clerk of Session in preparing Session minutes, annual report, and the annual submission to Presbytery</li> </ul> </li>   <li>5. Oversee the overall church calendar <ol style="list-style-type: none"> <li>a. Manage scheduling/use of rooms for church events, meetings, etc.</li> <li>b. Manage non-routine use/rentals with non-church groups.</li> </ol> </li>   <li>6. Other: <ol style="list-style-type: none"> <li>a. Understand church ministries and liturgical year – in order to be proactive in supporting church staff, officers, and ministries.</li> <li>b. Maintain strong, consistent and clear communications with other staff</li> <li>c. Attend Session and other church meetings, when appropriate.</li> </ol> </li> </ol>

<i>Position Title</i>	Office / Administrator Manager
<i>Qualifications</i>	<ul style="list-style-type: none"> <li>• Church/ministry focus; church or other non-profit experience preferred</li> <li>• Strong desire to make an office and church run smoothly</li> <li>• Excellent written and verbal communication skills with the ability to interact with a variety of constituents confidently and effectively</li> <li>• Strong critical reasoning skills, ability to organize, prioritize; multi-task; anticipate needs and issues and follow through accurately and effectively.</li> <li>• Track record of reliability, flexibility, initiative and teamwork</li> <li>• Highly-proficient with Microsoft Office applications (including Word, Excel, PowerPoint and Outlook), Zoom, and Internet-based research</li> <li>• High learning agility</li> </ul>
<i>Compensation and Benefits</i>	<ul style="list-style-type: none"> <li>• Annual salary: \$45,000, commensurate with experience</li> <li>• Paid Time: Vacation 2 weeks paid year one; 3 paid business days; and 2 weeks paid compassion time, as needed</li> <li>• Summer hours when Preschool is not in session (eg off on Fridays)</li> <li>• Benefits include medical/dental, compassion &amp; business days, 403B contributions after one year and life insurance</li> </ul>
<i>Apply To</i>	<ul style="list-style-type: none"> <li>• Send cover letter and resume to Mary Leffler at <a href="mailto:mleffler@orchardpark.org">mleffler@orchardpark.org</a>. This posting will remain active through June 30, 2024. Target start date is no later than August 1, 2024.</li> </ul>