

Job Description: Office Manager

Taft Avenue Community Church

Hours: Part time 25 hours/week. 10am - 4pm, Mon – Thurs.

There is some flexibility in determining the final schedule.

Anticipated Start Date: May 12, 2026

Pay Rate: \$18 - \$22/hour (depending on experience)

Our Mission

We are looking for a dedicated individual to join us in serving the Body of Christ by managing the church office. The goal of the Office Manager is to provide the vital support needed to keep the ministries at Taft Avenue Community Church running smoothly. This position is a primary point of contact for our community and provides the foundational support needed to keep our ministry running smoothly.

The Ideal Candidate

The right person will have strong written and verbal communication skills, robust computer skills, and a natural ability to multitask. We are looking for a problem-solver with a high level of attention to detail who is comfortable interacting with a wide range of people, including volunteers, staff, and community members.

Qualifications

- **Faith:** A robust faith in Jesus Christ and a life that reflects Gospel values.
- **Calling:** A sense of calling to ministry and administrative support; a heart for serving the church.
- **Skills:** Strong computer skills with the ability to navigate and master multiple online platforms.
- **Task Management:** Comfortable managing multiple projects simultaneously and prioritizing effectively with a high attention to detail.

- **Interpersonal:** A welcoming demeanor and the ability to communicate with clarity and kindness.
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Core Responsibilities

As the Office Manager, you will oversee the "hub" of the church. Your role is divided into four key work areas that you will be trained in:

1. Office Operations & Reception

- Manage day-to-day church office operations and coordinate the "comings and goings" of guests and staff.
- Act as the "front door": answer phones, monitor voicemails, distribute mail, and manage general church email inquiries.
- Maintain office supplies and equipment.
- Provide direct administrative support to the Pastor and ministry leaders as needed.
- Attend weekly staff meetings.
- **Finance Support:** Assist with tracking event registration payments, tracking facility use fees, and generating year-end contribution statements.
- **HR Support:** Help maintain organized employee files and track employee trainings.

2. Communications & Creative Design

- **Graphic Design:** Generate graphics for print, web, and social media.
- **Print Media:** Produce and manage the weekly bulletin, inserts, church calendar, event flyers, and other church print materials.
- **Digital Platforms:** Maintain the church website and digital platforms.

3. Database & Ministry Systems

- **Data Management:** Oversee our church management software. Including member/attender contact information and guest inquiries.
- **Event Support:** Manage online registrations, payments, and forms for ministry events.
- **Technical Support:** Serve as the "power user" and trainer for church software (Planning Center, Google Suite, Office 365, Canva, etc.).

4. Facility & Event Coordination

- **Master Calendar:** Manage the church-wide calendar for all staff, ministry, and outside group events.
 - **Special Services:** Coordinate logistics for weddings and funerals, including family meetings and fee processing.
 - **Outside Groups:** Receive facility use requests, coordinate logistics for ongoing groups and community partners.
 - **Volunteer Coordination:** Help coordinate ministry and event volunteers.
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How to Apply

This position is a great opportunity for someone with a passion to serve God's church and a desire to learn the ins and outs of church ministry.

To apply, please submit your resume and a cover letter detailing your faith journey and relevant experience at taftavenue.org/jobs. Email office@taftavenue.org if you have any questions.