

Church seeks office manager

Liberal Mercer Island church with openly gay pastor is seeking an Office Manager.

The job is part-time, 23 hours per week with flexible hours, and pays \$15 per hour.

You must have a solid grasp of Microsoft Word, and be able to use Outlook and Excel and do basic web site updates. You'd best be comfortable with your own company, as there's nobody else in the office, and you'll see people maybe once or twice a week. If you're organized, it'll make your life simpler, as there's a lot to the job.

If you're up to this challenge, send an e-mail with a cover letter and resume to ucc.ccmi@yahoo.com

Peace and good luck!

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Here's most of what's involved in the job:

1. Collect information for worship bulletins with all necessary information from pianist, Pastor, music director and messages for the congregation. Enter and format the information, checking event times and schedules. Write announcements for events based on information supplied. Bulletins will be copied and folded in time for Sunday services.
2. Schedule all rental dates and handling arrangements with janitors and event coordinators. Track all payments and deposits made for rentals. Follow-up with overdue renters, and arrange for return of deposits to renters once their event is completed.
3. Process offering from Sunday services and make entries into Revelations database system. Post deposits and put summary sheet in Treasurer's mailbox. Prepare deposit slip for pick-up by church member.
4. Send out weekly event e-mail to members and friends with up-to-date list of church events occurring during week. Also include notice about vacant positions. E-mail should go out by noon on Monday.
5. Change outdoor reader board each week.
6. Keep website current. Change pictures used in slideshow once a month. Upload Sunday Service Bulletin PDFs each week and BRIDGE PDFs once a month.
7. Inspect the building at least once a week and advise Trustees of any maintenance issues found.
8. Maintain bulletin board with current information and lists. Make sign-up sheets as needed for church events. Remove outdated sign-up sheets.
9. Produce the monthly newsletter (The BRIDGE). This involves collecting articles, editing and formatting the articles and laying them out. Writing additional articles as needed based on information supplied by the pastor and congregants. Copy, fold and mail completed BRIDGE to those without e-mail or who have requested mailed copies.

10. Order office supplies. You may need to use your own credit card to place the order and then apply for reimbursement.
11. Keep in contact with Janitor regarding arrangements for church services and rentals. Make necessary floor plans and check monthly bills.
12. Sort and distribute the mail.
13. Back up all computer data once a month to DVDs.
14. Create and print new Member directories about every three months.