

Office Manager

Job Type - Part-time

Pay Rate - \$17.50/hour

Number of Hours - 16 hours/week (Tuesday - Friday, 9:00am-1:00pm)

About Us:

Pittsford Community Church (PCC) is a growing, vibrant church located in Pittsford, NY. PCC seeks to create a space where people can encounter the renewing love of Christ through the power of the gospel.

Role Summary

Pittsford Community Church is in search of a goal-oriented Office Manager to oversee the day-to-day tasks of office operations. The ideal candidate is highly organized, proficient in technology, and possesses excellent task management skills. Beyond greeting office visitors and answering phone calls and emails, the candidate would help create a welcoming and cheerful environment to all.

Key Responsibilities

- Serve as in-person, telephone, and email receptionist
- Maintain the master building calendar
- Manage congregational records
- Assist with financial operations of the church including paying bills, maintaining vendor and memorial gift records, and generating reports
- Oversee Planning Center Online system maintenance
- Create and maintain an organized filing systems for records and documents
- Procure inventory and oversee storage of office supplies
- Maintain office equipment and arrange for repairs as needed
- Provide administrative support for pastors and church staff
- Assist Lead Pastor in planning and coordinating staff and leadership events
- Receive and distribute mail
- Supervise other office staff or volunteers

Qualifications:

- Must have an understanding of and willingness to serve within the doctrinal commitments of the church, as well as a willingness to make PCC their church home.
- Must possess strong administrative and communication skills. Must be able to communicate clearly, concisely, and lovingly.
- Must have strong computer skills and ability to navigate/willingness to learn online platforms such as Planning Center Online, Power Church, and Smore.
- Must be a self-starter and willing to exercise creativity and sound judgment without close supervision.
- Must have the ability to analyze, update, and alter current systems and processes to maintain efficiency.