

Job description for Part-time Office Manager

Normandy Park United Church of Christ (NPUCC) is seeking a part-time office manager to be the front door to our church—providing welcome and hospitality for church members, community members, renters, and the unsheltered in our midst. NPUCC welcomes all into our community as an “open and affirming” church including our LGBTIQ+ friends and families.

NPUCC sits on several acres of park-like grounds with beautiful landscaping around the church. It is located about ten miles south of Seattle. CCCAS Ole Malamalama O Iesu Keriso (a Samoan congregation) also worships in our building; we host several recovery groups and Boy Scouts. The Normandy Park Pre-school rents our downstairs space during the week. We rent our space to the community for weddings, memorials, etc.

Communications

- Provides customer service to callers and visitors, including groups who rent space in our church
- Checks mail, email, and voicemail; ensures timely responses to inquiries, including acting as liaison for pastor and church council, answering questions and routing requests
- Sends weekly Zoom link for Sunday Worship
- Produces and distributes church communications both hard copy and electronically ensuring accuracy and timeliness
 - Weekly worship bulletins
 - Friday Food for Thought
 - Monthly Towline (newsletter)
 - Reports

Administrative support

- Opens and closes the church office
- Reports to Pastor and collaborates with Accompanist, Moderator, and Church Council
- Maintains an organized system of tracking, monitoring, and prioritizing tasks
- Oversees congregation data, including records management and retention
- Responds to rental inquiries by answering questions, giving tours, finding open/close volunteers, completing contracts
- Notifies when office and janitorial supplies are needed

Job description for Part-time Office Manager (contd)

Financial Support

- Writes checks weekly to pay bills and reimbursements
- Creates monthly financial reports
- Files and/or pays monthly and quarterly taxes, L&I, PFML, and WA Cares
- Runs monthly and weekly payroll; creates W2s for all employees, send W3s to IRS

Qualifications

- Has a positive, friendly attitude and the ability to work well in a close-team environment
- Strong communication and interpersonal skills (listening, writing, and speaking)
- Demonstrates initiative and the ability to work independently
- Exceptional organizational skills and attention to detail
- Ability to prioritize and meet deadlines and work gracefully under pressure
- Knows computer office applications including, but not limited to, Microsoft Word and Excel, Google Docs and Slides
- Has worked with Quicken/QuickBooks or similar finance software; we use Church Windows
- Ability to ask for help and to ask questions
- Absolute discretion when dealing with confidential and sensitive matters

Requirements

- High School diploma is required; some college is helpful
- Ability to pass a national background check
- Up to date on COVID vaccines (proof required)
- Ability to lift and carry at least 25 pounds
- Completes additional duties as assigned by Pastor, Church Moderator, and Committee Chairs

Benefits

- Compensation \$20 - \$23/hour DOE
- Paid Time Off (4 hours/month)
- Family Medical Leave and WA Cares per Washington State law

Send resume to lynn@npucc.org