

## **OFFICE MANAGER (PT)**

### **Winnetka Presbyterian Church**

We are hiring an Office Manager at Winnetka Presbyterian Church. Come and work with an imperfect but fun-loving team where grace abounds. We are looking for a creatively skilled communicator – congregational emails and social media posts; someone with a welcoming presence for greeting church visitors (some of them prickly) and interacting with parishioners (never prickly); a modicum of organizational skills for coordinating events and maintaining church records.

You will have approximately 250 bosses – very fine people, each with their own opinion - but will report to the Pastor as head of staff. It is anticipated the role will be 20-25 hours per week.

If you would like to be part of something special, helping WPC members and friends to share the love, justice, and peace of Christ, our Lord, then this is the place for you!

The following is a set of specific responsibilities of the Office Manager. Although it is intended to give a general framework of the responsibilities, it is not intended to be absolute. The Office Manager will work with the Pastor and staff constantly to assure that the church's goals are met, modifying the responsibilities, as needed to do that.

#### **Responsibilities**

- Operations
- Weekly communications to membership via weekly email (we use Mailerlite)
- Reception – greeting visitors and answering phone
- Coordination of facility and church programming including weddings, funerals, and other special events
- Support of staff activities including proofreading, mailings, email, bulletin prep, etc.
- Support of church's social media platforms
- Inventory maintenance of supplies

#### **Requirements**

- A sense of humor
- A welcoming presence for members and visitors
- Excellent written communication skills for weekly congregational emails
- Experience working successfully with volunteers
- Understanding of church social media platforms (we use Weebly)
- High degree of accuracy and attention to detail

Please contact Jay Laabs at [jaylaabs05@gmail.com](mailto:jaylaabs05@gmail.com) if you are interested.