

**Westminster Presbyterian Church  
3737 Liberty Road South, Salem, Oregon 97302**

**Job Posting for Office Manager**

**Posting closes October 31, 2017**

**Hours:** 40 per week

**Hours during week:** 8:00 am to 5:00 pm. Mon - Friday

**Salary Range:** \$33,000 to \$35,000 Salary to be offered will depend on experience and qualifications.

**Benefits:** Health Insurance, vacation, sick leave and retirement.

**Responsibilities of the Position:** Under headings are examples

**Pastoral Support** - Takes messages, screens calls and handles correspondence. Performs other duties as requested by the Pastor.

**Congregational Support** - As a liaison and face of the Church, greets and helps congregants and other visitors who come to the Church office.

**Church Service Support** - Prepares Sunday bulletins, posts Sunday sermons on Website.

**Committee Support** - Supports the Elders, Deacons and Committees.

**Membership Records** - Keeps all the membership data current in the ACS data base.

**Correspondence** - Prepares letters to members and others as needed. Distributes incoming mail.

**Financial** - Processes petty cash as needed and maintains cash level. Acts as liaison with accounting staff, both Church accountant and bookkeeper. Runs financial reports as needed. Works with bank regarding canceled checks, etc.

**Publications** - Does lay out and publishes the bi-weekly newsletter with monthly calendar. Publishes worship bulletins, special occasion and memorial bulletins. Updates and prints the in-house church directory.

**Personnel Support** - Updates position descriptions and Employee Manual to main server when changes have been made by Personnel Committee. Handles all paper work for new employees. Oversees and recruits office volunteers and temporary help.

**Office equipment and supplies** - Acts as Church representative and liaison to vendors for all office equipment. ( computers and copiers ). Assures office supplies are replenished.

**Qualification/Skills requires for position:**

Minimum of 3 years experience in office management. Ability to work with networks, internet and Web page. Experience with Windows XP, MSWord, Indesign or Publisher, Front Page or other Web design program, Excel, Power Point and Photoshop. Able to learn and work the Automated Church System. Good communication and decision making skills. Ability to work well with the public. Must convey warmth and friendliness in dealing with congregation and public. Possesses good problem solving skills and good people/relational skills. Has knowledge and understanding of proper office and phone etiquette and confidentiality. Understands that this job is a ministry within the Church.

Ability to work alone, sometimes in the church building by yourself.

Please do not call the Church. Send resume to this e-mail address: [wpomresume@gmail.com](mailto:wpomresume@gmail.com).

Please include your phone number and e-mail address.