

**Church Office Manager – Job Description**  
**Resurrection Covenant Church**

**Basic Function** – Support Resurrection Covenant Church’s ministries and staff through administrative duties including communication management, financial record keeping, and pastor’s administrative assistant.

**Qualifications** –

- Prior experience in office environment
- Excellent written and oral communication skills
- Proven ability to work both independently and as part of a team
- Knowledge of mac computers, Microsoft Office (including MS Word, Excel, Power Point) and Pages
- Familiarity with QuickBooks and basic graphic design skills a plus.
- Willingness to learn relevant church website and communication programs.
- Background check required.

**Hours** – 10/week divided among 2-3 days; some flexibility

**Wage** -- \$10/hour

**Reports to** – Church Pastor; work in conjunction with church staff and lay leaders

Percent Time	Primary Duties and Responsibilities
55%	<b>Communication Management:</b> photocopy and fold church bulletins; send weekly e-newsletter; monitor and update website and calendar content; respond to inquiries and requests via phone, email, or personal contact; design and photocopy special flyers, posters, letters and other documents; sort and rout mail; maintain database for church directory; coordinate facility use and set up with church sexton; maintain office and worship supplies; other responsibilities as necessary
25%	<b>Financial Record Keeping:</b> Report to members on giving twice a year; enter data into QuickBooks as requested by Treasurer; other tasks as determined by Financial Team in consultation with the Pastor
20%	<b>Pastor’s Administrative Support:</b> Make written or phone contact with church members, staff and other individuals, as requested by pastor; identify scripture readers, ushers and greeters on a weekly basis; complete other projects as assigned.

If interested, please send a cover letter and resume to Pastor Aaron Johnson at [aaron@rescov.org](mailto:aaron@rescov.org) or Church Chair Dena Wangberg at [chair@rescov.org](mailto:chair@rescov.org).