



Job Description Office Manager

Indiana Ave Baptist Church is privileged to exist for the purpose of Glorify God, Growing Believers and Reaching People all for our savior Jesus Christ.

Summary

This position works to provide support for all tasks, whether administrative or ministry, required to sustain and improve the church's ability to minister. This position also becomes part of the regular staff team of the church and as such, provides cross-functional administrative support to all ministries when needed.

General Qualifications

- Daily walk with Jesus Christ, seeking His mind and growing in obedience to him.
- Demonstrate honesty and integrity.
- Ability to maintain complete confidentiality.
- Positive, enthusiastic attitude with a desire for continuous personal and professional growth.
- Desire to work in a team environment and willingness to cross functions when necessary
- Proficiency in the English language required.
- Ability to effectively communicate in oral and written formats.
- Ability to deal effectively with inquiries, including difficult situations with tact and diplomacy.
- Highly developed organizational skills required.
- Above-average aptitude for computer systems, Microsoft Office, and general database programs.
- Physical qualifications: must be able to lift at least 20 pounds from a sitting position.

Position Specific Qualifications

- Education: bachelor's degree preferred or equivalent work experience.
- Generally, agree theologically with the core beliefs of IABC (Baptist Faith & Message 2000)
- Become a church member within 3 months of hire
- Prior experience as an Office Manager (at least 3 years)
- Prior experience in Human Resources (at least 2 years)
- Prior experience as a database administrator (preferred, but not required)

Work Environment

This job functions in a forward-thinking environment where decisions are made with the best interest of the body of Christ in mind. Staff relationships, prayer, technology and continuous improvement are highly valued, as is the personal and professional growth of each employee.

Additional Details

This document provides the basic information and duties for IABC Office Staff. This document does not constitute a contract nor does it guarantee employment. This document is subject to change at without prior notice.

Salary and Benefits

Classification:	Professional Full-Time
Introductory:	The first ninety (90) days of employment are an introductory period.
Salary Range:	Depends upon qualifications.
Insurance:	Provided according to the IABC Personnel Handbook
Retirement:	Provided according to the IABC Personnel Handbook
Paid Leaves:	Holidays, Vacation, Sick Leave, etc. provided according to the IABC Personnel Handbook

Office Manager Duties and Responsibilities

Supervisor Executive Pastor
Hours Full-time (40 hours per week)
Schedule Mon. to Thurs.: 8:00 am – 5:00 pm, Fri.: 8:00 am – 12:00 pm; Sunday mornings at least monthly, additional as needed to equal 40 hours

Supervisory Responsibilities

- Office Staff: Front Office, Graphics Assistant, Office Intern, Technology Assistant
- Hospitality Director
- Functional oversight for all Ministry Assistants

Ministry Assistant Team Leader

- Encourage and support Ministry Assistants / Office Staff
- Lead Office Team meeting
- Train ministry assistants / Office Staff as needed
- Post job openings and conduct interviews
- Cross-train where possible to backup assistants as needed

HR Director

- Hiring Process including Onboarding
- Employee Training
- Employee Handbook & Policies
- Review Process (90 day and annual)
- Time Keeping
- Employee out of office coordinator
- Mediator of employee concerns/issues
- Personnel benefit administration: GuideStone, Flexibly Spending
- Worker Compensation claims and records
- Employee Birthday & Anniversary list and sharing with Staff
- Staff Appreciation Events

Office Manager

- Coordinate Office Staff scheduling so that there are always at least two in the office.
- Cover for Office Staff / Ministry Assistants as needed
- Sunday Morning Office (Connection Center): coordinate who works when
 - Work Connection Center once a month
- Office Equipment: Research, purchase, and maintain office equipment including maintenance agreements
- Office Supplies: purchase as needed

Publicity Team

- Meet with Publicity Team monthly to coordinate needed advertising for events
- Editor of IABC publications for accuracy and uniformity
- Proofread as many publications as possible
- Coordinate the Publicity Request and be sure requests are met including the deadlines
 - Weekly, Slides, Welcome Video, Website, App, Street Sign, and more

Data Base

- Stay up to date on new features
- Manage and maintain all aspects of data base (this is a huge item)
- Train and support office staff on the database program
- Create Registrations as requested and / or needed

Financial and Budget Responsibilities

- Prepare & maintain office administration budget
- Code receipts and turn them in to the Finance Department within one week of purchase

Project Manager & Special Events

- Plan and coordinate projects as needed or requested
- Assist with planning and developing special events (fellowships, seminars, etc.)

Responsible for but can delegate duties

- Graphic Designs
- Printing
- Website
- IABC App
- Social Media
- Online Forms
- Office Supplies
- Data Entry
- Mailout lists and Bulk Mail

Additional duties as requested by the Executive Pastor or Senior Pastor.