

Hiring part-time 20 hours/week

OFFICE MANAGER



The Office Manager will manage the day-to-day functions of the church. Starting pay \$20-\$24 based on experience.

KEY RESPONSIBILITIES

Communication:

- ◆ Represent the church with patience, kindness, and grace
- ◆ Create bulletins, announcements, promotional and event materials
- ◆ Create the weekly e-newsletter
- ◆ Manage the electronic signage
- ◆ Coordinate the Annual Report
- ◆ Write thank you notes

Social Media:

- ◆ Maintain church's Facebook page and website

Finances:

- ◆ Use platforms (Breeze & Quickbooks) to monitor donations, prepare checks, reconcile bank statements
- ◆ Work closely with the Treasurer

Scheduling:

- ◆ Maintain the church calendar and serve as point person for building use requests

SKILLS REQUIRED

- ✓ Excellent verbal and written communication.
- ✓ Strong organizational and multitasking abilities
- ✓ Proficiency in social media platforms and Word, Excel, Keynote (or similar software)
- ✓ Ability to create effective graphics
- ✓ Familiarity with simple bookkeeping functions with experience in Quickbooks or similar software
- ✓ Professional attitude and appearance
- ✓ Ability to work independently and with a team
- ✓ Maintain confidentiality

You don't have to be a member of our church to apply!

Community Congregational United Church of Christ
379 S. Main Street
Amherst, OHIO 44001

SEND RESUME AND QUESTIONS TO:



Governance@theccucc.org

www.theccucc.org



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