

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

