

POSITION: **OFFICE MANAGER & RECEPTIONIST**

Status: Full-time, Non-Exempt, Not telework eligible

Reports to: Director of Ministry Engagement

In-Office Expectations: Monday-Friday 9am-5pm

ABOUT US

At McLean Presbyterian we exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

POSITION SUMMARY

The Office Manager directs, coordinates, and executes the day-to-day operations of the main church office and serves as the receptionist for the front desk, working with and supporting staff, internal and external ministry partners, and members of the community. Work is performed under the general supervision of the Director of Ministry Engagement who will help set priorities within the work, navigate conflicting decision points, and coordinate office-wide needs. The Office Manager is responsible for establishing and promoting an efficient, safe, secure and productive church office environment. Daily activities are conducted with a high degree of independence.

ROLES AND RESPONSIBILITIES

Front-End Office Administration & Workroom Oversight

- Serve as the primary point of contact for congregants, visitors, and community members, ensuring a warm, welcoming, and responsive experience.
- Manage front office operations, including answering phones, greeting guests, responding to questions, and directing individuals to appropriate staff or ministries.
- Manage office supplies and oversee the workroom and staff kitchen – maintain general organization and cleanliness, restock as necessary.
- Maintain vendor relationships for office supplies, copiers, IT support and other areas; research and suggest new vendors as appropriate.
- Assist staff, ministry leaders, and volunteers in use of office equipment.

All-Staff Support: Culture, HR, Administrative Systems, & IT Support

- Assist the Director of Ministry Engagement with maintaining the all-staff calendar, facilitating staff events including lunches, retreats, the Christmas party, and executing staff culture initiatives
- Support onboarding and offboarding processes, including initiating setting up user accounts, email access, and required software tools. Execute Operational Orientation session with new employees.
- Maintain the staff-wide employee resource SharePoint site working with Ministry Support Directors to ensure updated and accurate information is available to staff.
- Maintain staff-wide software and resources licenses and systems including Amazon Business and Adobe.
- Serve as the first point of contact for staff regarding administrative systems and basic IT issues, providing initial troubleshooting and support.
- Coordinate with external IT service providers or internal Director of IT when escalation is needed.

Volunteer and Ministry Coordination

- Field calls and visits with those requesting assistance from the Deacons' Fund; handle cases with utmost care and wisdom, communicate information to the Chairman of Ministry Deacons' Committee, and coordinate with deacons, Finance Department, and Director of Ministry Support as needed to fulfill requests.
- Coordinate sanctuary clean-up volunteer team; recruit, manage communications to team, and provide supplies as necessary.

General Administration

- In coordination with the Director of Worship and Communications, execute printing and distribution of weekly worship guides.
- Manage the online classifieds system. Reviewing, approving, and posting submission.
- Provide vital administrative support to all ministries as needed by managing data, coordinating calendars, printing publications, and providing other essential functions.
- Assist Finance Department with Monday morning offertory count and serve as an authorized check signer.
- Assist with special projects as assigned by the Director of Ministry Engagement.

POSITION QUALIFICATIONS

- Bachelor's Degree or equivalent education and work experience.
- Possess proficiency in Information Technology and other computer skills (Microsoft Office Suite and church-based software) including word processing, database applications, and spreadsheet management.
- Minimum 2 years' experience including office management is highly preferred.

POSITION COMPETENCIES

- Friendly and caring demeanor.
- Ability to maintain strict confidentiality.
- Ability to balance competing demands and to prioritize and meet deadlines.
- Strong attention to detail.

POSITION REQUIREMENTS

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ.
- Exemplary life as delineated in 1 Timothy 3 and Titus 1.
- Passionate about the vision and grace-driven philosophy of MPC.
- Church membership at MPC (a requirement but not a prerequisite).
- Embody and multiply our church culture: a) *Focus* – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously; b) *Family* – We love our church family – and we want to love each other well; c) *Fun* – God rules and reigns so we can enjoy the ride.

TO APPLY

Interested applicants should submit the following items to Ashley Guinn Taylor, the Director of Ministry Engagement, via email (aguinntaylor@mcleanpres.org) as attached documents. PDF file type is preferred.

1. Cover Letter
2. Resume