

Office Manager

Riverside Presbyterian Church

MISSION STATEMENT

Riverside is a movement of the Holy Spirit called by God to make disciples by:

- CONNECTING people to God and each other through Jesus Christ.
- EMPOWERING people to use their gifts to honor God.
- IMPACTING our community and the world through Christ's love.

THE FOUNDATION AND EXPECTATION OF THE OFFICE MANAGER

- Committed to Jesus Christ and the power of Prayer.
- Committed to teamwork, partnership and the mission of the whole church over individual areas of responsibility, using gifts and passions in areas to connect to the entire congregation.
- The Office Manager will be active in the life of the church; regularly attending Sunday worship services and other meetings of the congregation. As directed by the Pastor, he/she will assist in the leadership of these services.

PRIMARY RESPONSIBILITIES

Key Roles: Oversee communication, take lead for missional and church facility relationships, manage the building, and provide administrative support to lead pastor and the mission. Supervise other front office personnel and volunteers. Coordinate and manage front office coverage.

General Administration/Reception

- Provide administrative support for Lead Pastor, Church Staff, and Riverside Ministries (where appropriate).
- Record keeping for Riverside Presbyterian Church and Session to the National Capital Presbytery.
- Maintain confidentiality and administration of the church database.
- Coordinate logistical, volunteer and hospitality support for Church wide events.
- Oversee and manage a calendar for church and outside use of Riverside's missional facility.

- Oversee tasking and performance of other Church Administrator(s) regarding office logistics and church communications.
- Prepare the sanctuary for weekly worship services, special services, decorating for seasonal services and events, manage RSVP's and items needed for events and complete event shopping as necessary.
- Order office supplies and ensure inventory of supplies is maintained.

Communications

- Work with staff and ministry areas to determine types and forms of communications needed and set timelines for sending and distributing communications.
- Manage content and timing of church communications to members including weekly service handouts, weekly emails, group texts and making phone calls when needed.
- Develop and oversee social media content including Riverside.com website, Facebook, Instagram, Realm database news event page, Twitter, and other platforms.
- Weekly staff meeting - provide an outline of facility use, dates, staff schedules, logistics, etc.

Missional Facility Management

- Manage and oversee facility needs for Riverside Presbyterian Church.
- Set office space for weekly use for Riverside members and outside groups, coordinate equipment, training and staffing as needed. Communicate and coordinate space usage with Coffee Shop Manager.
- Communicate with cleaning company.
- Coordinate timely organizing, cleaning and maintenance of Riverside's storage spaces.
- Provide facility tours when requested and act as a liaison with the public for rentals. Develop and keep current facility use form and invoicing.
- Lead space rental process. Negotiate rental pricing and collect payment for facility and labor needs to organize an event. Coordinate entry and clean up for events. Determine if there is any opportunity to utilize the Coffee Shop catering services as a part of outside use.

- Coordinate, schedule, and oversee special events, e.g. funerals, weddings, lent, advent, grief letters, baptisms, etc.
- Coordinate, schedule, and oversee minor office space and equipment maintenance. Identify and arrange for maintenance in the Church maintained spaces (sanctuary, office, meeting rooms, ground floor bathrooms, kitchen, etc.)
- Working with Finance Director, manage Church-owned leases. Interface with outside legal team when needed for lease review and modifications.
- Work with tenants on resolving maintenance or suite issues.
- Work with local law enforcement and fire department as needed to manage unsafe or disruptive situations.
- Work with Loudoun County and Business Park Association to meet zoning requirements, and meeting compliance for Loudoun county zoning and permit requirements. (i.e. assembly permits, fire extinguishers)
- Faith Chapel – Support Faith Chapel’s site director with the coordination of service and repairs for the chapel and the manse. Coordinate the lease, walk throughs, collecting rent for the manse.

HOA Building Coordination

- Coordinate with the HOA Building Manager on HOA/building-related maintenance and repairs/updates.
- Coordinate, schedule, and meet vendors for onsite maintenance, repairs and inspections.

REQUIREMENTS & SKILLS

- High school diploma or GED required, college degree or equivalent experience preferred.
- Experience in office management, administrative coordination, or a similar role.
- Excellent interpersonal, written, and oral communication skills.
- Detail-oriented with the ability to multi-task, prioritize and organize work.
- Strong customer service skills.
- Ability to maintain the highest level of confidentiality.
- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Publisher, Outlook).

- Proficiency in Adobe Acrobat, including converting files.
- Experience maintaining and managing databases.
- Ability to design and create graphics (Canva experience preferred).
- Experience with managing and maintaining websites and social media preferred.
- Ability to be flexible with work schedule to accommodate early morning hours as needed.
- Ability to lift and/or move 20 pounds without accommodation.