

# POSITION ANNOUNCEMENT

**TITLE:** OFFICE MANAGER

**ORGANIZATION AND LOCATION:**

St. Stephen's United Methodist Church

9203 Braddock Road, Burke, VA 22015

**STATUS:** FULL TIME

**FLSA:** EXEMPT

**SUPERVISION**

**Reports to:**

- Senior Pastor

**Directly Supervise:**

- Administrative Assistant
- Maintenance Engineer

**OVERVIEW:**

The Office Manager at St. Stephen's United Methodist Church acts as the backbone of our office operations, providing essential support to our pastors and ministry staff, and overseeing our clerical and maintenance staff. This pivotal role involves a wide range of responsibilities, from managing church and building use calendars to coordinating activities for our children and youth ministries. We're looking for someone who is adept at handling a variety of tasks, ensuring the smooth operation of our church office, and maintaining the highest standards of professionalism and confidentiality.

**KEY RESPONSIBILITIES:**

- Serve as the primary point of contact for church members, community members, and other external parties, offering professional and courteous assistance.
- Manage secretarial and administrative tasks, ensuring privacy and discretion at all times.
- Coordinate communications and compliance for youth and children's ministries.
- Handle preparation of worship service bulletins, weekly emails, and reports, maintaining accurate church membership records.
- Oversee building use requests, key management, and administrative support for church policies and procedures.

- Ensure efficient office functioning, including supervision of staff, maintenance of files, and management of office supplies and equipment.
- Actively participate in staff meetings, support budget preparations, and foster a collaborative team environment.

### MINIMUM QUALIFICATIONS:

- High school diploma required; some college preferred.
- Proficiency in Microsoft Office Suite, with a working knowledge of Church Windows software being advantageous.
- Strong administrative, organizational, and supervisory skills.
- Excellent attention to detail and ability to work cooperatively with a diverse team.
- Committed Christian, familiar with the United Methodist Church preferred.

### PHYSICAL REQUIREMENTS:

Job involves sitting (80%), with some walking (10%) and standing (10%), and requires fine finger dexterity.

### COMPENSATION:

\$40,000 per year (negotiable), 40 hours per week, Monday through Friday.

### HOW TO APPLY:

Submit your cover letter, resume, and references via email to [jobopenings@ststephensfairfax.org](mailto:jobopenings@ststephensfairfax.org), addressed to Tom Bradley, and to Judy Ryan of St. Stephen's UMC search committee.

\*A more detailed job description is available upon request.

We look forward to reviewing your application and potentially welcoming you to our team at St. Stephen's United Methodist Church!