

State Street Church
Church Building and Office Manager Job Description

JOB TITLE: Building and Office Manager

Reports to: Pastor

Job summary

The Building and Office Manager serves as the pastor's trusted executive assistant, is the welcoming face and voice of State Street Church, and coordinates the daily life of the building and office. This role is responsible for basic financial tasks, communications with our community, and greeting individuals who come to the Church during working hours. In addition, the Building and Office Manager is responsible for receiving and referring inquiries about and managing contracts for the use and rental of the building, maintaining the building calendar, scheduling the sextons, and scheduling / overseeing building maintenance and repairs at the direction of and in coordination with the trustees. During the months that our family shelter is open, this individual serves as volunteer coordinator.

Key Roles and Essential Job Responsibilities:

- Process pledges and donations, maintaining financial records in Church Windows and QuickBooks, and thanking donors for their contributions.
- Partner with the treasurer to process payroll, facilitate deposits, and pay bills.
- Greet visitors warmly and provide them with direction and/or connect them with the individual or resource they need.
- Provide the pastor with administrative and clerical support.
- Maintain all church information in strict confidence.
- Maintain records of church functions and activities.
- Manage donations to the clothes closet and serve as the volunteer coordinator during months the family shelter is open.
- Produce Sunday worship bulletin, special event programs and mailings, weekly emails, and monthly newsletter.
- Maintain and contribute to website and social media, to ensure the information is current, informative, and welcoming.
- Support the use of the building by fielding inquiries about building use or rental, showing the space to prospective renters, managing use or rental contracts, and maintaining church and building calendars, including by scheduling the sextons.
- Assist with maintaining a safe, tidy and welcoming environment.
- Perform other duties as assigned.

Qualifications:

Associate's or Bachelor's degree, or substantial related experience.

Reliability and responsibility.

Strong attention to detail.

Friendly, patient, warm, and helpful manner.

Ability to manage time and prioritize responsibilities with minimal supervision.

Ability to maintain strict confidentiality in church matters.

Strong communication skills.

Experience in a church, faith community, or non-profit organization desirable, but not essential.

Successful background check.

Hours / Work Location: Onsite at State Street Church, 35-40 hours per week, Monday – Friday.

Non-exempt position: \$24-30 per hour