

STATE STREET CHURCH

Building and Office Manager

State Street Church is seeking a welcoming, organized, and resourceful Building and Office Manager to serve as the face of our congregation. This is a role for someone who genuinely enjoys helping people. The ideal candidate is positive and caring by nature, as well as efficient and effective in all they do. This individual will bring both heart and follow-through to a church community that will come to depend on them.

Envision Yourself:

Working closely with the pastor as a trusted executive assistant, you'll thrive on managing many tasks and projects at once while keeping church information in the strictest confidence. As the office manager you will perform basic financial tasks, take responsibility for all church communications, and serve as the welcoming face and voice of State Street Church.

As the building manager you will coordinate the daily life of our building and office. This includes receiving and referring all inquiries about the use and rental of the building, maintaining the building calendar, scheduling the sextons, managing the building use contracts and rentals, and overseeing building maintenance and repairs at the direction of and in coordination with the trustees.

What You'll Do

No two days look quite the same in this role, and that's part of what makes it rewarding. Here's where you'll make a difference:

People & Welcome. You're the first person our congregation and community meet — by phone, by email, or at the door. State Street is an urban church, and you will encounter individuals of many nationalities, income levels, and communication styles. You'll greet visitors warmly and make sure everyone who reaches State Street feels genuinely cared for; connecting them with the right person, staff member, or resource along the way.

Partnering with the Pastor. As a trusted executive assistant to the pastor, you'll provide the administrative and clerical support that keeps ministry moving. This includes maintaining records of church functions and activities, and keeping the pastor, church officers, and boards supported, informed and in sync. Your organization and discretion will allow our leadership to focus on the work of the church and our overall mission. Your mission-related work will include managing donations to our clothes closet as well as serving as the volunteer coordinator during the months that our family shelter is open.

Communications & Connection. You'll help tell the story of our church — producing the Sunday worship bulletin, special event programs and mailings, weekly emails, the monthly newsletter, and keeping our website and social media current and welcoming. Working alongside the pastor and committees, your words and care keep the congregation informed and connected throughout the week.

Finance and Stewardship. Your financial management skills will keep critical operations in focus. Responsibilities include processing pledges and gifts received by mail and online, keeping our books current in QuickBooks, and partnering with the treasurer to process payroll, make deposits, and pay bills. You'll also prepare the donation thank-you notes that let our members know their generosity is seen and appreciated.

Supporting our Space. Activities held within our historic building provide benefits to the wider community. You'll field inquiries about building use and rentals, show the space to prospective renters, communicate with the pastor and trustees regarding possible events, manage use contracts, and maintain the church and building calendars. Working with the board of trustees, you'll schedule the sextons and track annual and immediate maintenance needs and schedule regular maintenance and repairs for office equipment. This position is responsible for light upkeep of the building and grounds, maintaining a tidy and welcoming presence.

And, the obligatory: Perform other related administrative or building duties as required.

You Might Be a Great Fit If...

- You have an Associate's or Bachelor's degree, or substantial related experience.
- You love working with people and take real satisfaction in being the welcoming face of an organization.
- You're organized and self-directed, and you juggle competing priorities with grace and minimal supervision.
- You bring patience, warmth, flexibility, and discretion to everything you do, and you handle sensitive matters with strict confidentiality.
- You communicate clearly and warmly, in writing and in person, with an eye for detail.
- Experience in a church, faith-based community, or nonprofit organization is a plus.
- You're comfortable with everyday office software — Microsoft Word, Excel, Teams and Publisher (or similar), and QuickBooks Online — and willing to learn Church Windows (database program - training provided).

The Details

This is a full-time position (35–40 hours per week). Because the building stays open during regular business hours, the work takes place on-site at the church.

Hourly rate range: \$24–\$30, commensurate with experience. A benefits package is offered.

Consistent with our faith and status as an Open and Affirming church, State Street Church is an equal employment opportunity employer.