

## Job Description: Office Manager

**Overview:** The Office Manager oversees and is responsible for the overall operation of the church office on a day to day basis, including but not limited to communications, contact management, and organizing administrative support. When appropriate, the Office Manager recruits, trains, & oversees qualified volunteers to carryout various administrative tasks. The Office Manager is responsible for executing the affairs of the church in the areas of human resources, insurance, information technology, facilities and equipment management, risk management, and security. Works closely with the Executive Pastor and Business Administrator.

This position is part time, .5 FTE.

**Reports to:** Executive Pastor

### **Cedarbrook Employees are expected to regularly demonstrate:**

- ◆ TEAMWORK
  - Develops and maintains positive relationships with others; willingly participates and works collaboratively toward solutions which generally benefit all parties involved; readily shares all relevant information; supports team decisions; acts to promote friendly climate, and good morale.
- ◆ DEVELOPING SELF/OTHERS
  - Actively pursues Cedarbrook core values: Relationships, Excellence, Acceptance, Lifechange, Laughter.
- ◆ INNOVATION
  - Creates original ideas and ways for accomplishing a result or solving a problem; Anticipates and responds to opportunities; Builds on past performance; Encourages risk-taking and new ways of thinking; Recognizes the value of change and speed in response to change.
- ◆ CEDARBROOK MISSION
  - Actions and interactions demonstrate and promote Cedarbrook mission.

### **Specific Duties:**

1. Manages daily office operations by maintaining regular office hours, supervising qualified volunteers and office staff, and has practical knowledge of all employees typical weekly schedule.
  2. Maintains the office equipment and oversees the purchasing office and ministry supplies.
  3. Assists Cedarbrook Church's Benevolence Committee and applicants.
  4. Oversees church and facility calendar & building use and approves reservation requests.
  5. Maintains contact database, in Fellowship One, and provides training to employees and volunteers as appropriate (ensuring Background Checks are performed and up to date at all times).
  6. Assists Business Administrator, as needed, with financial and business related tasks.
  7. Performs human resource functions as directed by the Operations Chair (i.e. annual personnel and policy reviews, etc.).
  8. Determines risk management, security and insurance needs.
  9. Maintains official records of church documents including LEAD Team, Operations Team, and Facilities Team minutes, policies, job descriptions, handbooks, etc.
  10. Oversees and is responsible for the technology infrastructure of the organization.
  11. Executes special projects as directed by the Executive and/or Lead Pastor, i.e. event planning, coordination of meetings and trainings.
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**Requirements:** These are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor degree in Office Management or closely related field preferred. Similar experience outside of a degree program will be considered.
- One to three years related experience and/or training.
- Ability to read and understand business terminology and author appropriate correspondence.
- Ability to effectively present information in one-on-one and small group situations to visitors, members and employees.
- Ability to contribute as a positive and effective team member.
- Ability to function independently without direct supervision.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

**Compensation:** Commensurate with experience. Includes paid time off.

**To apply:** Read through the website and then send us your resumé, along with a one page cover letter telling us why you think you are a good match for this position. E-mail applications are acceptable. Send to [administrator@cedarbrookchurch.net](mailto:administrator@cedarbrookchurch.net), no later than **May 3, 2017**.