



# Office Manager & Events Coordinator

## JOB DESCRIPTION

### SUMMARY

The role of the Office Manager and Events Coordinator is to assist the Elders of the church in helping oversee the administrative workload of the church. This includes managing the office, all DCC events, communication, and assisting the pastors in day-to-day tasks. This role requires a strong understanding of how to implement and execute a plan, as well as the ability to creatively think through ways of leveraging volunteers, systems, processes, and structures to see the church grow and flourish.

### JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES:

#### Office Management

- Manage Downtown Cornerstone Church inbox (digital and physical) and field phone calls
- Serve as front desk support for daily office function, including caring for office spaces and cleaning
- Manage office supplies and run errands
- Identify areas for volunteer assistance, and delegate as needed
- Provide general staff support for smooth office functioning
- Confirm all donations, invoices, and payments are being processed in a timely manner and sent to accounting
- Manage finance record archiving, including digital and file storage
- Assist the Executive Pastor in HR duties as needed

#### Events/ Communication

- Plan, coordinating, and execute all church-wide events
- Identify, equip, and empower volunteer teams to assist in planning and running church-wide events
- Manage DCC's calendars and assist the Executive Pastor in annual calendar planning
- Oversee all content, structure, and copy of our website content and printed materials.
- Work with volunteers in updating website (content and design)
- Compile, format, and copy edit the 'weekly handout'
- Work with design team on upcoming projects and direction of graphics for DCC
- Coordinate promotions for events and worship gathering

#### Pastoral Assistance

- Assist in research and tasks as needed
- Assist in communication, scheduling meetings, etc.
- Additional Scope TBD

**QUALIFICATIONS/SKILLS:**

- Be aligned with DCC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Fulfill the responsibilities of DCC members as outlined in the membership covenant
- Fulfill the character qualifications of a deacon/deaconess as taught in the Scriptures (1 Tim 3:8-13)
- Be a humble servant leader who has a desire to work hard and be flexible in a team atmosphere
- Be detail oriented, with a focus on helping bring organizational clarity to DCC's ministries
- Ability to adapt to a fast-paced, continually evolving work environment as the church grows
- Have an aesthetic eye for detail, and ability to copy edit/proofread
- Be a self-starter and team player. Ability to manage teams and volunteers
- Proficient in Google apps, documents, spreadsheets, and administrative software. Familiarity with Adobe creative software suite, Wordpress, and CSS is a plus
- 2-3+ years of administrative experience preferred

**DETAILS:**

**Full Time:** Approximately 45 hours/week

**Schedule:** Typically Sunday through Thursday (notwithstanding special events/trainings)

**Vacation:** 10 days floating vacation with one-week additional vacation between Christmas and New Years + 5 personal days

**Salary:** TBD. Depends on skill and experience.

**Other Benefits:** Full Medical/Dental/Disability/Retirement