



Ankeny Christian Church Office Manager Job Description

Purpose:

To serve as the primary receptionist and support staff for the ministries of the church. This role will assist the Church Council and the Pastor(s) by keeping office hours and performing administrative tasks to support the business and communication functions of Ankeny Christian Church.

This is part-time, hourly position with the expectation of approximately 20 hours in office per week.

Key Abilities:

The person in this position must be detail-oriented and seek consistent and timely completion of tasks. This requires basic knowledge of computer skills including email, internet use, posting to common social media platforms, word processing, spreadsheet creation/maintenance and data base management. This role also requires communication skills to represent the church for both in-person interactions along with phone conversations, typing correspondence, and preparing mailings and newsletters.

Primary Responsibilities:

- Communication – Greet and receive church members and visitors in-person and on the phone during office hours, sort and respond to incoming emails, create and send weekly electronic bulletin and monthly electronic newsletters, prepare slides for service presentation, type and mail correspondences, send visitor letters, birthday and anniversary reminders, communicate building issues to appropriate committee leads, and submit annual information to the Disciples of Christ Regional and General Offices.
- Record Keeping – Record attendance, maintain membership records and online directory, record building and equipment usage, safeguard petty cash, prepare office budget, record church key inventory, and store safety deposit box key.
- Social Media/Website – Create events, make posts, and monitor comments on church Facebook account. Monitor content on Ankeny Christian Church website to ensure all information is accurate/current and make updates where necessary.
- General Administrative duties – Intake mail, distribute bills to appropriate committee chairs, make copies, print labels, order office supplies, schedule building maintenance and inspections, maintain calendar, and perform backup of office computer.
- Other similar duties as assigned by Senior Pastor or Council Officers.

Job Expectations:

Approximately 20 hours in-office per week within standard weekday working hours.

Working knowledge of office technology:

Microsoft Office – Microsoft Word, Excel, and PowerPoint; Google Mail/Calendar; Facebook/Instagram, Canva, Dropbox

Ability to learn (with training): ICON database software, Wix platform for website updates

Direct supervision will be the responsibility of the Personnel Committee, through the Senior Pastor. In the event of absence from performing weekly tasks, it is the responsibility of the Office Manager to inform the Senior Pastor and Past President/Personnel Chair from Church Council.

TO APPLY: Please email a resume with a note of introduction to ankenycdoc@gmail.com