

Office Manager (Part Time) Hot Metal Bridge Faith Community

The purpose of this position is to further the mission and ministries of Hot Metal Bridge Faith Community by providing office support to the Pastor, staff, and church community. The primary duties will include serving as the first line of communication between the Pastor and the wider community; maintaining an organized calendar of events; producing weekly song sheets and e-blasts; and coordinating with contractors to ensure that the church remains in good working order. The successful candidate should be a creative problem solver and clear communicator who is tech savvy and self-motivated.

To Apply: Email cover letter & resume to hotmetalhr@gmail.com

Areas of responsibility include:

Administration

- E-mails & Phone Calls
- Collect & Sort Mail
- Supplies & Errands
- IT Troubleshooting
- Copier Maintenance
- Alarm System Administration
- Open & Close the Building As Needed

Communications

- Create & Produce Weekly Songsheet
- Create & Send Weekly Eblast
- Manage Social Media & Create Content
- Regularly Update Information Station
- Oversee Delegation of Volunteer Tasks:
 - Podcast Recording, Editing, & Upload
 - Website Maintenance
 - Public Relations
 - Other Tasks as Developed

Scheduling

- Manage Building Calendar
- AA Liason
- AI-Anon Liason
- Supervise Custodian
- Coordinate Building Repairs & Contractors

Meetings

- Monthly Staff Meeting
- Monthly Communications Team Meeting
- Other meeting as needed

Availability:

This position is a part-time position salaried for 15 hours a week. It includes 2 weeks vacation.

Skills & Requirements:

- Google & Microsoft Experience
- Strong Written Communications Skills
- Knowledge of Top Social Media Platforms
- General Computer Knowledge “Tech Savvy”
- Self-Directed & Collaborative
- Ability to Recruit and Lead Volunteers
- Superior Organization
- Ability to Multi-Task and Meet Deadlines
- Ability to obtain Act 33/34 clearances

Accountability:

- Pastor and Council

Daily contacts:

- Pastor, Financial Secretary, Custodian and other volunteers and staff as necessary

Contacts for Escalation Issues:

- Pastor and Personnel Team as appropriate