

Office Manager / Evangelical Free Church of Bemidji - Job Description

Location: On-site

Job Type: Full-Time, 40 hours/week, Sunday–Thursday, with Fridays and Saturdays off. Some flexibility required for occasional evening or weekend special events.

Salary: \$20-\$25/hour based on experience.

Benefits available: PTO/Vacation/Paid Holidays, Retirement Match.

Principal Function:

This position shall be responsible for a range of duties that include overseeing the daily administration of the church office, and providing support to staff and ministry leaders. The Office Manager reports to the Lead Pastor, or to a supervisor as designated by the elder board in his absence.

Qualifications:

- a. **Character/Doctrine:** The Office Manager shall be a person who professes faith in Jesus Christ, and exhibits godly character and Christian living. He or she will need to be a member of the church or complete the membership process within 90 days of hire. He or she should have a heart for people and a genuine interest and love for the church and its mission. A strong work ethic for quality and creativity is required. He or she must be a team player who is a self-starter.
- b. **Education/Experience:** Some college coursework is preferred or equivalent experience in office work. Preferred 3-year minimum of office experience in skilled secretarial work and the duties of a warm and friendly receptionist. A good record of working with others and managing a large amount of data. Strong work ethic for quality and creativity. Strong working knowledge of computers and software including Microsoft Office suite, social media platforms (Facebook, Instagram, YouTube), macOS, Microsoft Office Suite, and Google Workspace. Experience with Canva, Planning Center (PCO), ProPresenter, and social media platforms (Facebook, Instagram, YouTube) preferred.
- c. **Skills:** Can demonstrate clear verbal and written communication skills. Knowledge of modern office procedures and business English, including vocabulary, correct grammatical usage, and punctuation. Understanding digital filing methods and how to operate standard office equipment. Ability to meet the public tactfully and courteously, answer questions in person, by e-mail and telephone, and route calls effectively. Establish and maintain cooperative and effective working relationships. Understand and carry out verbal and written directions. Formulate written communication with an accuracy of facts and meaning. Handle emergency situations as they arise. Maintain confidentiality on all matters.

Key Responsibilities:

- Office Administration
- Reception
- Communications
- Scheduling
- Administrative Support