



## **JOB POSTING: Office Manager**

**STATUS:** Hourly Full-Time (40 hours/week)

### **PURPOSE OF POSITION**

The Office Manager plays a crucial role in the daily operations of Pathway Church. This position, reporting to the Lead Pastor, requires a blend of administrative skills, strategic planning skills, interpersonal communication skills, and a heart for ministry.

### **CANDIDATE ATTRIBUTES AND QUALIFICATIONS**

To be effective in this role, a successful candidate must be a committed disciple of Jesus Christ. They must ascribe to the Pathway Affirmation of Faith and Constitution. They will possess a positive and professional demeanor. This candidate will have excellent project coordination skills with attention to detail. The candidate must have excellent verbal, written, and interpersonal communication skills.

### **PRIMARY RESPONSIBILITIES**

#### **Administrative Leadership and Office Operations**

Oversee daily operations including scheduling, document preparation, and follow-up. Maintain digital and physical files, ensuring confidentiality and proper access. Serve as central point of contact for church inquiries via phone and email. Manage church calendar and ministry use of facilities, coordinating with custodial and set-up teams.

#### **Communication Oversight**

Maintain and update the church website to reflect current church activities. Manage the development/outsourcing of graphic design content and other digital media needs. Prepare and send out weekly e-newsletter and all church-wide communications. Oversee church-wide communication lists and database segmentation through CMS.

#### **Church Management System Administration (CMS)**

Manage and maintain the Planning Center CMS. Ensure member and guest information is current, accurate, and securely maintained. Support ministry leaders in using CMS for attendance, volunteer scheduling, calendaring, and follow-up.

#### **Ministry Coordination**

Meet weekly with the Lead Pastor and ministry staff to plan and strategize program coordination, volunteer opportunities, and weekly follow-up of Sunday service first-time guests.

#### **Financial Administration**

Process and maintain requests for payment in systems. Act as liaison between Trustees and accounting firm to manage accounts payable/receivable, and budget tracking. Will assist in annual budget preparation, and regular budget reviews with staff.

### **INTERESTED?**

Email your resume and cover letter (PDF preferred) to [office@pathwayct.org](mailto:office@pathwayct.org)