

**Vacancy Announcement: Part-Time Office Manager**  
**Northkirk Presbyterian Church**  
**9101 19<sup>th</sup> St., Rancho Cucamonga, CA**  
Announcement opens 1-9-2023 (open until position is filled)

We are seeking a friendly, organized, and highly skilled person to serve as the Office Manager at Northkirk Presbyterian Church effective in mid-February 2023.

Major duties and responsibilities are:

- Greet and manage incoming church contacts (in person, callers, and social media)
- Attend weekly staff meetings, providing input and publishing notes afterwards
- Order church supplies as needed
- Assist church treasurer, including with accounts payable and accounts receivable
- Negotiate short-term facility rentals using a pre-set fee schedule
- Interact with church members as well as the city, church insurance carrier, vendors, groups that use the church campus, and charitable organizations.
- Maintain membership and attendance tracking systems
- Prepare documents for Sunday/other worship services; produce the monthly church newsletter; update the church website
- Oversee the scheduling of church custodians, review their completed work, and provide input to the church pastor regarding work performance.

Tools used:

- Word, Excel, Publisher, Adobe InDesign, Photoshop, and Quickbooks
- MailChimp HTML for email communications to a recipient database
- Jpeg, png, tiff
- Color graphics

Requirements:

- Administrative or office assistant experience
- Knowledge of office management systems and procedures
- Time management skills, including ability to multi-task and prioritize work
- Strong oral and written communications skills
- Ability to maintain confidentiality regarding sensitive information
- Ability to exercise sound fiduciary responsibility

Other information:

- Part-time, approximately 25 hours/week, working 5 days/week.
- Benefits: sick pay
- Pay: \$20 - \$25/hour, depending on qualifications
- An automated background investigation is required, and the selectee must be able to work legally in the United States
- NOTE: The selectee may not be an attendee or member of Northkirk, although active church membership in another church is strongly encouraged.

How to Apply:

- Submit a resume including names/contact information for 3 references either to:

Northkirk Presbyterian Church  
9101 19<sup>th</sup> St., Rancho Cucamonga, CA 91701  
Attn: Personnel Committee

Or to:

[Northkirkoffice@northkirk.org](mailto:Northkirkoffice@northkirk.org)

Attn: Personnel Committee