

Part-Time Church Office Manager

Position Type: Part-Time

Reports To: Pastor / Church Leadership Team

Location: Journey Church Tacoma

Position Summary

The Part-Time Church Office Manager provides administrative support to the pastor, church leadership, and congregation. This role ensures the smooth day-to-day operation of the church office, manages communication, maintains records, and coordinates with a third-party bookkeeper for financial documentation and reporting.

Key Responsibilities

Office Administration

- Manage daily church office operations and maintain an organized workspace.
- Answer phone calls, emails, and general inquiries from congregation members and the community.
- Maintain church calendars, including events, meetings, and facility usage.
- Prepare and distribute church communications such as bulletins, newsletters, and announcements.
- Order and maintain office supplies.
- Attend Weekly Staff Meeting.
- **NOTE:** There may be aspects of this position that can be performed remotely.

Communication & Coordination

- Serve as the primary administrative contact for church members, volunteers, and visitors.
- Assist with communication related to church events, services, and ministries.
- Maintain the church website and Social Media accounts.

Record Keeping

- Maintain membership records, contact lists.
- Organize digital and physical filing systems.

Financial Coordination (Non-Bookkeeping)

- Receive and securely record offerings and other donations according to church procedures.

- Prepare and forward financial documents and reports to the third-party bookkeeper.
- Maintain organized financial records for church leadership review.
- Assist with preparing documentation needed for budgeting or financial reporting.

Event & Service Support

- Assist with preparation for weekly services (bulletins, announcements, communion).
- Support coordination of church events, meetings, and special services.
- Help schedule facility usage for ministries and outside groups.

Qualifications

- Strong organizational and administrative skills.
- Proficiency in common office software (e.g., word processing, spreadsheets, email).
- Ability to handle confidential information with discretion.
- Strong communication and interpersonal skills.
- Ability to work independently and manage multiple tasks.
- Previous administrative or office management experience preferred.

Preferred Experience

- Experience working in a church or nonprofit setting.
- Familiarity with church management software.
- Basic understanding of financial documentation processes.

Personal Attributes

- Professional, dependable, and service-oriented.
- Friendly and welcoming demeanor.
- Supportive of the church's mission and values.