

TVC Office Manager

The Vail church is a non-denominational, Bible-centered, elder-governed, staff-led and people-empowered church that has the privilege of serving people from all over the world who come to experience this beautiful place called the Vail Valley.

Jesus Christ is the center of all that we do and all that we pursue. He alone changes our lives from the inside-out. We want to fall deeper in love with Christ and foster a climate where He can sharpen our minds, transform our hearts, and empower our hands to know Him and make Him known. This requires a great deal of administration behind the scenes in order that our Lord Jesus Christ is glorified!

The Vail Church is looking for a friendly, gifted administrator who can provide administrative support and be the face/voice of The Vail Church Monday through Friday. This Office Manager provides the necessary entry point to all visitors and assists in the wide variety of responsibilities and tasks in the following ways...

Receptionist

The primary purpose of this role is to provide hospitable office/church environment where both the staff and others feel the sense of community and willingness to work. Those duties include...

- Unlocking the church office doors at 8:00am and lock at 4:00pm Monday through Friday.
- Responding to all phone calls and voice messages and delegate messages appropriately. If at all possible, protect the time and space of pastors by trying to handle issues yourself.
- Greeting, receiving and directing visitors in order to assist them when you can and serve as a liaison, gatekeeper, spokesperson and primary point of contact between staff and external parties.
- Maintaining office and church supplies inventory
 - Become expert in managing orders from UPS, FedEx, USPS, etc
 - Manage all the different vendor accounts from which we receive supplies
- Preparing published materials for Sunday (format/edit bulletin and pro-presenter, folding & stuffing bulletins, organizing announcements and rotator slides, etc.)

- General cleaning, organizing and upkeep of church office space (Recycle bulletins and cups, receive packages and put them where they go, clean up conference room after meetings, keep coffee pot full, launder dish towels, straighten Sanctuary weekly, etc.)
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Administration

The primary purpose of this role is to provide administrative support in ministry in order that the pastors/leaders are freed up **to work in areas of priority and** that ministry runs efficiently. Those duties include...

- Meeting with appointed staff (weekly/bi-weekly) and assists in the following:
 - Anticipation of upcoming events/talks/retreats/etc in order to help with all their administrative needs.
 - Manage calendars and meeting schedules based upon agreed upon priorities.
 - Coordinating logistics for on and off-site meetings led by pastors. This includes room reservation, A/V set up, supplies, etc.
 - Prepare materials for all appointed staff including agendas, briefings, memoranda and handouts.
 - Follow-up on all meetings and presentations through creation and distribution of meeting notes, action items and project timelines.
 - Draft and format and edit appointed staff correspondence, letters and emails.
- Acting as communication point person to all ministries
- Running point and event coordination for Easter and Christmas holidays.
- Monitor and manage administrative budget related to the office
- Book travel arrangements for staff
- Keeping and managing building use schedules.
- Keeping a yearly calendar for building maintenance schedule
 - Record the annual/semi-annual/monthly maintenance schedules
 - Catalogue a list of contractors that work on the building
- Entering and distributing all data into appropriate areas of ministry (connecting cards and prayer requests in Planning Center, etc.)

Job Requirements

- At least 2 years of proven administration or assistant experience
- Proven capacity to manage competing administrative priorities and projects with minimal oversight
- Proven capacity to manage administrative priorities with maximum attention to detail and excellent prioritization
- Proven written and oral communication
- Earn and maintain trust in relationships with regard to confidential and sensitive information
- Proven knowledge and ability to maintain and develop office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Strong organizational and planning skills
- Proficiency in TVC's software (MS Word, MS Excel, MS PowerPoint, ProPresenter, Planning Center)

Personal Requirements

- Demonstrate Maturity in their Christian faith
- Love for and commitment to the mission and vision of The Vail Church
- Friendly and professional demeanor and composure under pressure
- Strong relational and interpersonal skills
- Self-starter with strong initiative, flexibility and resilience
- Strives to live above reproach and with integrity according to Biblical principles