



Office Manager Position

Purpose:

To provide administrative services for the staff and officers of Newton Presbytery.

Accountability: The Office Manager is accountable to the Presbytery Leader.

Responsibilities:

As the office manager, this position is responsible for all administrative, maintenance and technological duties and tasks that may arise in the presbytery office, including, but not limited to:

Administrative

- Support to staff and teams
- Support the work of the Stated Clerk
 - Work with clerk on session reviews
 - Maintain pastor rolls and minister
 - Prepare correspondence for Clerk as requested
 - Work with Clerk on filing of Annual Statistical Reports
 - File background checks as required by Background check policy
 - Provide support to Administrative Commission as requested
- Support work of COM
 - Annual reports for non-parish clergy
- Support the administrative work of Presbytery Commissions
- Maintain Presbytery database as directed by Presbytery Leader
 - Compile, maintain and distribute Presbytery directory
- Maintain Presbytery calendar
- Work with PL, SC and Executive Team on the technical aspects of the Presbytery meeting planning and distribution of the information/documents

Presbytery Office

- Procure and maintain service of all office equipment
- Building maintenance procurement and coordination
- Office stock supplies and procurement and storage

Communication

- Work with PL on technical aspects and distribution of communication
- Oversight of technology in presbytery office and office equipment

Presbytery Meetings

- Coordinates Presbytery meeting events
- Coordinates Presbytery Meeting documents, videos and other presentations
- Sets up ZOOM technology for meetings, workshops and other events

Transition

- Resource Transition Team in areas of clergy status, directory, records, and record keeping as directed by the Presbytery Leader/Stated Clerk
- Develop database for Transition/new presbytery
- Collect files/archives and develop filing for all pastors and churches in the presbytery
- Assist congregations and pastors with needed documentation and records
- Have minimal oversight of the resources in Resource Center

Evaluation: A performance evaluation will be conducted in accordance with the guidelines and policies of the personnel committee of the Presbytery Coordinating Team

Hours: 40 hours per week

Salary: Salary and Benefits as outlined in the Personnel Policies and Practices of the Presbytery of Newton