

RiverTree Christian Church Position Description

Position Title: Office Manager
Team: Logistics
Team Leader: Director of Operations

Position Summary:

Serves as the assistant to the Director of Operations also working closely with the team leaders of the support teams—facilities, food service and hospitality. Works in a high-energy environment handling multiple competing demands. Communicates effectively on behalf of RiverTree. Works in collaboration with all other teams at RiverTree.

Duties and Responsibilities:

1. Has a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of RiverTree, and faithfully upholds RiverTree's ministry in prayer.
2. Acts as an advocate for the ministries of RiverTree. Championing, encouraging and uplifting RiverTree elders, leaders, staff, servant volunteers and guests.
3. Develops and maintains excellent relationships within RiverTree and out in the community.
4. Manages the day-to-day building scheduling for ministry activities, programs, meetings and events.
5. Able to conduct "in-house-tours" of facility.
6. Maintains the integrity of the office equipment. Proactive on repairs and researching and making recommendations for new equipment needs as they come up.
7. Serves as team leader to the "front desk" staff.
8. Communicates proactively with staff on office related information and works in a collaborative effort with all office support personnel on projects that affect the office as a whole.
9. Responds in a timely and professional manner to all telephone calls, written and email correspondence.
10. Serves "the edge", including all other RiverTree campuses and ministry partners.
11. Copyright Administrator.

Knowledge, Skills and Abilities Required:

1. Associates Degree or Bachelor's Degree in an office related field (Business Administration, Office Management, etc.) OR Knowledge of RiverTree obtained through at least two years of in-house experience through another staff position or through serving as a servant volunteer.
2. Two to five years of administrative office experience and knowledge of office procedures.
3. Diplomacy and poise for interaction and development of rapport with team RiverTree, servant volunteers, partners and guests.
4. Ability to work with grace under pressure.
5. Maturity to handle confidential information discreetly.
6. English composition skills and ability to compose written business correspondence with excellence.
7. Excellent interpersonal and verbal communication skills.
8. Attention to detail. Highly organized and commitment to follow through.
9. High level of competency with personal productivity tools on the PC. Ability to troubleshoot basic PC needs and problems.
10. Ability to occasionally work evenings and weekends to meet demands of the job.

The above statements are intended to describe the essential functions of the position. It may be necessary for an individual to perform other duties and responsibilities as needed.