

JOB POSTING



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012

Phone: 213.687.0814 | Fax: 213.375.3999 | Website: www.fcbc.org | Email: info@fcbc.org

Office Manager

Employment Status and Hours: Non-exempt; Regular Full-Time

Prepared Date: May 14, 2024

Reports to: Church Administrator

Typical Work Schedule: 40 hours/week; Monday - Friday, 9:00 am to 5:30 pm; occasional weekends

Job Summary:

The Office Manager oversees the day-to-day operations of the church office, supervises clerical office staff (paid and volunteer), provides administrative support to pastoral staff, and manages congregational requests. The position requires efficient clerical office management skills, excellent communication skills, and an ability to work effectively with all church staff and congregation members.

Delegated Authority: Supervise paid clerical office staff (such as the receptionist) and volunteer office support staff.

DUTIES AND RESPONSIBILITIES:

Supervision and Office Duties

- 1) Supervise clerical office staff (such as receptionist, Translation Secretary)
- 2) Coordinate workflow assignments and schedules between church office staff, pastoral staff, and volunteers
- 3) Maintain directories, contact information, list of committees, vendor lists, etc.
- 4) Maintain various church records and files
- 5) Coordinate maintenance of office equipment; recommend lease/purchase of major office equipment to Administrator (such as copiers, shredders, electronic paper cutters, binding machines, etc.)
- 6) Oversee purchase of office supplies
- 7) Provide clerical assistance as needed
- 8) Coordinate/assist with special events
- 9) Develop and implement processes, policies, and technologies to promote operational efficiency of church office

Communications

- 1) Assist congregation members and the public with office requests
- 2) Facilitate communication between church staff and lay ministries, committees, deacons, congregation members, and the public as needed
- 3) Coordinate various projects among church staff as needed

Finance

- 1) Prepare and oversee church office budget

Human Resources

- 1) Maintain current employee and volunteer information
- 2) Review and approve timesheets for clerical office staff
- 3) Process payroll and maintain records for paid time off
- 4) Coordinate and process employee benefits
- 5) Assist in maintaining personnel files
- 6) Hire, train, and develop personnel for clerical office staff
- 7) Ensure compliance with and notify Administrator/Personnel Committee of issues with employee policies and procedures
- 8) Conduct annual performance evaluations for clerical office staff

Other

- 1) Oversee maintenance of church database
- 2) Provide administrative assistance to pastoral staff
- 3) Provide administrative assistance to Church Administrator
- 4) Other duties may be assigned depending on skill set

WORKING RELATIONSHIPS:

As a member of the administrative staff, this position will have daily contact with the church office staff including pastoral, maintenance, administrative staff members and various committees, as well as frequent contact with lay workers. On many occasions, this position will have contact with third parties on behalf of the Church. In all instances, this staff member must maintain a professional and spiritual decorum in all contacts and communications (both written and oral) with all parties at all times.

MINIMAL QUALIFICATIONS AND REQUIREMENTS:

EDUCATION:

- 1) B.A. or equivalent in business related field preferred

KNOWLEDGE AND WORK EXPERIENCE:

- 1) 5 years' experience in office environment preferred
- 2) 3-5 years' experience supervising a staff of 3 or more employees preferred
- 3) Knowledge of clerical and administrative procedures
- 4) Knowledge of customer service principles and practices

SKILLS AND REQUIREMENTS:

- 1) Demonstrated leadership abilities
- 2) Flexible and able to work independently; self-starter; task finisher
- 3) Able to get along well with a wide variety of personalities
- 4) Able to multi-task, maintain priorities, meet deadlines, and get the job done
- 5) Excellent oral and written communication skills
- 6) Analytical and resourceful; excellent organization and problem-solving skills
- 7) Highly organized; great attention to detail; high level of accuracy in processing
- 8) Proficient with Microsoft Office and internet/email applications; adaptable to various software applications

LANGUAGE SKILLS:

Strong verbal and written communication skills in English required. Good verbal skills in Cantonese and written skills in Chinese (including keyboarding) preferred. Proficiency in spoken Mandarin a plus.

CERTIFICATIONS OR LICENSES: N/A

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

Sedentary work, with occasional lifting, carrying, pushing and pulling of objects weighing up to twenty pounds. Talking, hearing, seeing and keyboarding is required with occasional stooping, crouching and reaching. Position requires approximately 85% sitting and 15% walking or standing.

ACCOUNTABILITY

- Acknowledges and agrees to abide by FCBCLA's Constitution and By-laws and Statement of Faith
- Dependable and consistent work attendance

CANDIDATE PROFILE:

1. Born again Christian, worships regularly, maintains a consistent spiritual life and disciplines
2. Able to maintain strict confidentiality
3. Respectful towards authority and subordinates
4. Culturally sensitive and aware
5. Demonstrates sound work ethic and a "customer service" orientation

Salary: \$55k - \$65k annually

This job description is intended to convey information essential to understanding the scope of this position and not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is subject to change by the church as the needs of the church and requirements of the job change.

PLEASE SUBMIT RESUME to jobsubmission@fcbc.org