

Our current arrangement with our Office Manager will be concluding in Jan 2011 and we are now interviewing for a replacement. Enquiries Warwick Smith. (wsmith@procuregroup.com.au 041610-7378). Applications close on the 9<sup>th</sup> Sept 2011. Job share applications are encouraged.

### Job Description for Part Time Office Manager at dpc

The Office Manager role includes tasks Monday to Friday but the hours worked each day would be negotiable. There are a small number of daily tasks that could be performed from home (see below), but the position would require a presence in the dpc office for a minimum of three days in the week. The role will involve evening meetings (about two per month) which will be included in the total 20 hours of the week.

It is envisaged that the Office Manager would attend one of the dpc congregations, but would not be expected to attend all three each Sunday. They would be an employee of the Eldership and under the direction of the senior minister for day-to-day duties.

\$25,000-35,000 pa.

Super

4 weeks annual leave.

This is a part time (20 hours per week) position.

#### Essential Computer Skills:

Good with Word, Excel, PowerPoint.

Can install and manage new software

Needs to be able to pick up: Wave Editor, Picture Editor, Easy Worship, Wordpress, Facebook, Basic Video Editing.

Mature Christian happy to work within the dpc mission.

Good people and conflict management skills.

Good at keeping a confidence.

Needs to be good at working with volunteers.

As a rough idea of duties, the Office manager may be asked to do some of the following, but the position will not be limited to these specific items. This list is indicative rather than prescriptive.

Daily\* (can be done from home)

receive, filter and pass on emails

return routine calls.

manage Craig's appointments and correspondence

Every second day

sort the mail, make sure it gets to the right people (bills to the treasurer, like kids church stuff to Astrid, distributing Scripture leader manuals to scripture teachers, etc...)

Weekly

Attend Monday Staff meeting, organise agenda, take minutes and communicate outcomes,

help with white card responses

Assist with roster planning for Sunday meetings

maintain contacts & regulars database

Organise stationery, food supplies, etc

backup office computer and stuff on Staff hard-drive.

transfer Bible talks to web site

Update Website Announcements

Routine web site maintenance (updating information on various pages)

Friday team meeting, organise agenda, take minutes and communicate outcomes

print and collate bulletins & inserts (including Week of Prayer, Elders update, Committee update)

Load up Easy Worship Each Sunday (3 congs): song lyrics, video, pics, etc...

Friday clean up of church

Other

layout, design and creative input into banners, website, images, video, production of printed & website promotional material.

print and collate Meeting Papers for church meetings (Session, HGLO, AGM, Kids church training meetings)

Baptism & Marriage Service Paperwork

FES Paperwork & Student Assessment Paperwork

Be on church premises for tradesmen and chase/follow-up during office hours

Bookstall admin

Tracking, authorising and training on swabs for church.

Hall Key distribution.

Lost property monitor!!

Organise Staff Super 14 tipping competition

Update job descriptions on web site

Keep Software up to date.

Head Office Liason

Lock and unlock for funerals, etc..

Manage office/admin volunteers

one-off projects (such as Address book, Weekend Away data entry, Weekend Away booklet),