



## Job Posting

**First Church in Oberlin,  
United Church of Christ**

**Office Manager**



First Church in Oberlin, United Church of Christ, is an open and affirming, just peace, global mission, green justice church. We are an intentionally inclusive, multicultural, just and loving community, welcoming all regardless of faith understanding, ability, sexual or gender orientation or expression, age, race, ethnic identity, or social and economic standing.

We are seeking the right person to manage our busy office, which supports the work of our professional staff and the mission of our congregation. Qualifications include:

- Open and pleasant attitude toward staff, members and visitors
- Strict adherence to confidentiality and respect
- Organizational skills and ability to work with minimal supervision
- Familiarity with office equipment and technologies, including but not limited to
  - Cloud Office suite usage and management
  - Meeting scheduling
  - Web page updates using CMS
  - Social media posting and monitoring
  - Church record maintenance
  - Office equipment maintenance and supply management
- Provide administrative support as needed
- High school diploma or above

The Office Manager reports directly to and is supervised by the Pastor and works with the Director of Faith Formation and Director of Music, as well as committee chairs and other church members.

Salary range is \$15-19/hour based on qualifications. We are willing to contribute toward HRCA based on salary.

Hours are Monday-Friday, 9am - 4pm during the school year (Sept - mid June) and 9am - noon over the summer (mid-June - August).

Send cover letter, references, and resume to [jobs@firschurchoberlin.org](mailto:jobs@firschurchoberlin.org).

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