

METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO

Office Manager/Administrative Assistant

POSITION:

Office Manager / Administrative Assistant

24 hours per week - days to be determined - all hours are on site.

Position reports directly to Senior Pastor.

Duties are channeled through Senior Pastor for other staff projects.

EXPECTATIONS:

- Greeting and assisting visitors to the church office.
- Answering the main office phone; checking and following up on voicemail and general church email, and forwarding messages and mail to the appropriate staff person.
- Maintain MCC church calendar of worship services and events.
- Coordinate with UCC on behalf of MCC use of the building for special events and programming.
- Maintenance of all records regarding congregational attendance at 3 worship services (two Sunday services and Wednesday prayer service).
- Maintenance of all records pertaining to congregants' membership and contact information, and requests for pastoral support - in collaboration with board member who is church clerk.
- Attend weekly staff meetings.
- Maintain and order all necessary office supplies, office equipment, and worship supplies.
- Design and complete three weekly worship bulletins using Word Publisher.
- Design and produce weekly e-newsletter using Constant Contact ®.
- Keep office in good condition, including maintaining work spaces for office volunteers, o
- Organizing staff-wide office clean-up days as needed, and ensuring that trash and recycling bins are available for building clean crew to empty them.
- Oversee and/or assist with various projects that arise on a regular basis, i.e. large mailings, event coordination, (in collaboration with board and senior minister) preparation of materials for annual congregational meeting, etc.
- Provide administrative assistance to the senior minister and staff.

SKILLS REQUIRED

- Ability to keep confidentiality regarding information from work about the congregation and staff's work, and maintain healthy boundaries between congregation and staff.
- Excellent verbal communication skills
- Excellent written communication skills
- Detail oriented and task oriented.
- Computer competence in MS Word, Word Publisher, and Constant Contact (e-newsletter)
- Ability to work in and sensitivity to an LGBTQ organization with respect and understanding.
- Ability to juggle multiple tasks, prioritizing with senior pastor various tasks.
- Comfortable in a culturally complex urban setting of diversity.

ABOUT MCCSF

Chartered in 1970, the Metropolitan Community Church of San Francisco (MCC-SF) is a house of prayer for all people and a home for queer spirituality. Although grounded in the Christian tradition, the Church's members are drawn from all faith traditions (and from people of no faith tradition). The Church holds three primary weekly services: Sunday morning (traditional church music and hymns); Sunday evening (Worship & Praise), and Wednesday evening (Taizé). These three congregations are diverse, urban, and predominantly LGBTQI/gender-variant in nature, although the church explicitly welcomes persons of all backgrounds and those with or without Faith traditions. Because of the historical discrimination against, and the emotional and Spiritual harm to, LGBTQI persons in society in general, and in the Christian church in particular, MCC-SF is a refuge for those seeking spiritual solace and regular spiritual practice that is affirming of each person's individuality and identity.