



FIRST CONGREGATIONAL CHURCH OF AKRON

OFFICE & BUILDING MANAGER JOB DESCRIPTION

Mission: Ensure that the office and building operations, as well as related business, fiscal, maintenance, repair, and hospitality matters, function to meet the mission and goals of the church in providing dynamic and vital ministry to members and the wider community. Oversee and direct the facility staff and serve as liaison and coordinator of external rental events.

Reports To: Senior Minister

Principal Duties and Responsibilities

1) External Rental Event Coordination

- a) Receive and respond to queries for building use, coordinating with the Senior Minister for weddings, funerals, baptisms, and other occasions of spiritual significance. Lead interested parties through the reservation process, supporting them leading up to and during the event.
- b) Liaise and coordinate with the facility, hospitality, finance, and technology staff, as needed, to ensure that the needs of the event organizers will be met day-of, and to ensure effective and prompt confirmation, communication, invoicing, and follow-up messaging.
- c) Ensure adequate information sharing through signage, confirmation, reminders, and notices, and add information, as necessary, to the church calendar, weekly bulletin, and newsletter.
- d) Support food service and hospitality staff with external communications to promote rentals.
- e) Recruit, train, and coordinate volunteers for special events and activities, when needed.

2) General Business and Fiscal Management

- a) Oversee the general operation and procedures of the church office, receiving general business inquiries dealing with business matters, consulting with the Senior Minister and referring to the Finance and Communications Manager, as appropriate.
- b) Make trips to the bank and post office during work hours, as requested.
- c) Receive, timestamp, and distribute daily incoming mail.
- d) Responsible for office supplies and inventory, undertaking general purchasing, as requested.
- e) Responsible for maintenance of office equipment, including telephones and copiers.
- f) Serve as the local area network (LAN) manager for the church, provides routine maintenance of the server and computer system (data back-up, virus scans, etc.), and make the primary contact when technical support and/or training needs to be arranged.

- g) Support the Senior Minister administratively in overseeing human resource needs, including executing paperwork for on-boarding new staff, and working with the Finance and Communications Manager to manage employee benefits and timecards.
 - h) Support the Finance and Communications Manager administratively, executing tasks related to accounts receivable and payable and in mailing out confidential financial information.
 - i) Stage and monitor all bulletin boards and tables where printed materials are distributed ensuring that outdated materials are removed and updated materials are added, as needed.
 - j) Monitor the church entrance from desktop application. Greet new arrivals, offer directions and address members' and guests' queries, as needed.
- 3) Library and Archives
- a) Provide administrative and organizational support to the church library and archive, receiving donations and consulting with the Senior Minister and relevant lay leaders to determine worth and, as determined, filing, archiving, cataloguing, as necessary.
 - b) Sending letters to acknowledge in-kind donations to library or archives, as necessary.
- 4) Facility Management
- a) Supervise and direct the facility, food service, cleaning and hospitality staff.
 - b) Execute facility-related contracts in collaboration with the Facility Maintenance Coordinator, ensuring the Moderator signs all contracts over \$500.00.
 - c) Ensure effective project management of all repair and capital improvement projects. Support the facility staff in planning these projects and establishing benchmarks and goals.
 - d) Ensure adequate record-keeping related to facility management, including assisting the Finance and Communications Manager in securing taxpayer identification number for individual contractors that are not corporations and proof of insurance from all contractors.
- 5) Participate in staff meetings.
- 6) Perform additional duties as assigned.

Qualifications

- 1) Bachelor's degree in Business Administration, non-profit management, accounting, or another related field, required.
- 2) Two-five years administrative, office, or business management experience, required.
- 3) Human resources training and management experience, preferred.
- 4) Advanced computer skills in Microsoft Office applications, database management, bookkeeping (Quickbooks), and spreadsheets.
- 5) Knowledge of computer networks and management, email and website management.
- 6) Possess excellent written and verbal communication skills.

- 7) Strong organizational skills with an ability to multi-task, prioritize projects, manage time and meet project deadlines.
- 8) Ability for continued learning and skill development.
- 9) Able to work effectively with people of diverse cultures and ethnicities, all levels of socioeconomic status, gender identities and sexual orientation.
- 10) Positive interpersonal skills and the ability to work independently as well as on a team.
- 11) Ability to maintain confidentiality and objectivity.
- 12) Understanding and enthusiasm for the church and its members, mission, and programs.
- 13) Must be able to grow within the changing needs of the position.