Progressive Church Seeks Creative, Tech-Savvy Office Manager

The First Congregational Church of Glendale, UCC is seeking an enthusiastic, responsible and self-motivated person to manage our church office. We are looking for someone who will bring excitement and energy to the position. The position will require you to work independently, to maintain strict confidences, to have strong organizational skills, and to build and maintain good working relationships.

The duties include typical office manager duties. A complete list of duties will be available for discussion during an interview.

The successful candidate will have the following qualifications/skills:

**Qualifications**

- Minimum 2 years’ experience in a comparable position is preferred;
- Working knowledge of QuickBooks Online;
- Working knowledge of Excel and Word;
- Ability to take and produce appropriate minutes of meetings;
- Working knowledge of social media platforms;

**Hours and weekly schedule**

The Office Manager shall maintain office hours of 8 hours a day, two days a week on Thursdays and Fridays for a total of 16 hours per week, part-time.

**Compensation rate:** $18 - $20 / hour depending on experience

Forward a cover letter and resume to rudolph@fccglendale.org. We will request at least two references. Closing date February 28, 2021.