



# The Synod of the Covenant

## Presbyterian Church (U.S.A.)

### Synod of the Covenant

#### Position Description: Office Manager

#### PURPOSE

The primary purpose of the Office Manager for the Synod of the Covenant is to coordinate the day-to-day operations of the Synod, and to provide administrative services to the Synod Executive, Stated Clerk, and other staff, officers, and leaders. This position is a one-half time (twenty hours/week), non-exempt position.

#### RESPONSIBILITIES

- I. General Administrative and Record-Keeping
  - a. Oversee and coordinate the office operations, computer services, general administrative work, and purchasing of equipment and supplies
  - b. Manage all external vendors (payroll, bookkeeping, communications, IT equipment, etc.)
  - c. Maintain the Synod's calendar of meetings and events, and coordinate meeting requirements as necessary; Coordinate the use of the Synod meeting space, overseeing scheduling and communication with the Kirk in the Hills
  - d. Maintain the Office Operations Manual and train volunteers as needed
  - e. Prepare special presentations for meetings and Synod events
  - f. Ensure all Synod information (Directory, website, databases) are updated on a regular basis and work with presbyteries to gather data to keep all information up to date
  - g. Coordinate maintenance, replacement and disposal of office equipment, including copier
  - h. Create special reports and compilations for information pertinent to the business and service functions of the Synod
  - i. Perform routine administrative assistance to staff (mail, typing, filing, correspondence)
  - j. Answer phone, greet members and visitors, and represent the Synod to visitors
  - k. Maintain Synod database, recording commission, committee, and team rosters (working with Stated Clerk)
  - l. Complete annual reports to PC(USA)
  - m. Assist in preparing materials for each Synod Assembly, including timely posts of information to the Synod website
  - n. Assist the Stated Clerk in maintaining records, folders, and registers.
- II. Finance
  - a. Process, record, and take action on incoming bills and receipts, ensuring that books are kept up to date. Send quarterly statements of giving to presbyteries, individuals, and other organizations in a timely manner.
  - b. Manage payroll, interface with payroll vendor, and act as administrator with Board of Pensions.
  - c. Interface with Treasurer as necessary.



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### III. Communications

- a. Manage the newsletter as well as other electronic and printed communication across the Synod, working with any communications consultants
- b. Facilitate communication, working with communications consultants (if any) through all media, such as the website, social media announcements, newsletters, Directories, worship screens, and email campaigns

### RELATIONSHIPS

The Office Manager will work in a cooperative and collegial manner with staff under the supervision of the Executive, and relate to all staff, committees, commissions, and teams.

### MEETINGS

The Office Manager will attend all stated and special meetings of the Synod of the Covenant, as well as meetings of other groups as requested. (Comp time will be given with supervisor permission for any additional hours spent beyond regular schedule for these meetings.)

### RESOURCES

The Synod will provide access to a computer system, phone, and office space, along with access to knowledge bases and resources relevant to the role.

### ESSENTIAL QUALIFICATIONS, SKILLS, AND EXPERIENCES

- BA or equivalent, with 3-5 years experience in independent office or project management (ideally in a church and Presbyterian setting)
- Demonstrated skills and proficiencies in general office management, computer (Office 365, Word, Excel, PowerPoint, QuickBooks) skills, and excellent skills of organization and follow-through
- Excellent administrative skills, including use of website software, social media platforms, e-mail systems, programs to create newsletters, and presentation software.
- Excellent communication skills (verbal and written), skills of advocacy/ambassadorship, organization and administration with minimal supervision
- Christian values, friendly positive attitude and a servant leader approach when dealing with staff, congregations, higher judicatory staff, and Synod officers
- Fundamental financial literacy and bookkeeping skills
- Must pass a thorough background check and be bondable



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## **COMPENSATION AND CALL**

This position will be compensated competitively to other half-time positions, and includes retirement and health benefits from the Board of Pensions of the Presbyterian Church (USA). This is a one year term position, and may be extended as determined by the Synod Executive.

## **EVALUATION**

Performance reviews will be conducted annually by the Synod Executive, in consultation with the Personnel Services Committee and the Stated Clerk. Compensation will not be modified during the one-year term of this position.

## **APPLICATION INFORMATION**

Please send resume as well as a cover letter and three references to [synod.covenant@pcusa.org](mailto:synod.covenant@pcusa.org). Applications will be reviewed beginning 8/17/20.

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Approved by the Synod of the Covenant  
7/24/20

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