

Position Opening: Office Manager



Valley View Chapel seeks a qualified individual to become its **Office Manager**. This is a part-time position, reporting to the **Lead Pastor**, and carries the following responsibilities:

Serve as primary receptionist for Valley View Chapel.

Manage the VVC office, including related equipment and supplies.

Maintain the church directory, providing reports from the church database as needed.

Process financial requests and assist with the mailing and distribution of giving and other financial records.

Provide administrative assistance to VVC staff.

Collaborate with the Lead Pastor to oversee digital and print communications, including VVC's annual report.

Manage requests for facility use and liaison with those using the building.

Assist staff and volunteers with the planning and execution of VVC's public events.

The ideal candidate for this position is:

1. Warm, welcoming, and people focused.
2. Possessing outstanding written and verbal communication skills.
3. Organized with strong attention to detail.
4. Highly responsible with sensitive and confidential information.
5. Competent with digital media and related tools.
6. Proficient with standard computer applications and willing to learn and adopt new tools as needed.
7. Skilled in graphic design and digital publishing.