**Job description**

**About us**

**Office and facilities Manager**

Orangewood Presbyterian Church is a small business in Phoenix, AZ. We are agile.

Our work environment includes:

* Modern office setting

**Job Description:** Full time exempt, Reporting to Pastor and the Session through its Personnel Committee, to manage day to day operations of the Church and facilities, including supervision of volunteer and paid support staff, recording and depositing all receipts, managing church Communications, Including monthly Plumbline newsletters, weekly church bulletins. mail, e-mail, telephone, church website and all other social media, maintain Church calendar (on-line), facilitate leasing and use permits and act as liaison to all entities and contractors, and overseeing the maintenance and supplies for the office and campus.

**Additional Duties:** Attend and support Facilities Committee, provide Administrative Support to professional staff, Session and Committees and such Other duties assigned by the Pastor for the benefit of the Church.

**Working Relationships:** Facilitate a open communication and healthy relationship with Staff, Session, Deacons, church members and all affiliated Groups on the campus, such as the Orangewood African Fellowship, Creative Bridges Cooperative Preschool, Nile Community Church and several other tenants and users. The ability to provide a friendly welcome and to love and support all people who call and drop by the Church, even When it interrupts work.

**Required Skills:** Basic office skills; filing, typing, copying, faxing, texting, with command of Microsoft office, Word, Excel, Outlook, Power Point and Publisher and other necessary computer skills; fluency in English, Spelling, grammar, and punctuation; ability to maintain confidentiality and be a self-starter with a friendly and loving nature.

**Hours:** 8:00 am - 4 pm Tuesday through Friday and 9:00 am - 2:00 pm on Sunday

**Compensation:**annual Salary Range $35,000 - $47,000 depending on skills and experience.

Job Type: Full-time

Salary: $35,000.00 - $47,000.00 per year

Benefits:

* 401(k)
* Paid time off

Experience level:

* 3 years

Work setting:

* Office

Ability to commute/relocate:

* Phoenix, AZ 85020: Reliably commute or planning to relocate before starting work (Required)

Experience:

* Office (Required)

License/Certification:

* Driver's License (Preferred)

Work Location: In person