

Adventure Life Church

1700 8th Street, Altoona, IA 50009

Visit our website: [Adventure Life Church](#)

Job Title: Church Office Manager

Position Type: Part-time (approximately 20-25 hours/week)

Reports To: Leadership Team

Location: Altoona, IA

JOB SUMMARY:

The Adventure Life Church Office Manager is responsible for the efficient operation of the church office, overseeing administrative tasks, and fostering connections with our congregation. This role involves managing office activities, coordinating events, and developing outreach programs to enhance the church's presence and impact. This person is the “face” of ALC.

KEY RESPONSIBILITIES:

Office Management:

- **Administrative Oversight:** Manage day-to-day operations of the church office, including scheduling, correspondence, and record-keeping.
- **Volunteer Coordination:** Recruit, train, and oversee office & connections volunteers to ensure efficient office operations.
- **Communication:** Serve as the primary point of contact for church inquiries, providing information and assistance to members and visitors.
- **Facility Management:** Coordinate the use and maintenance of church facilities, supplies, including room reservations and equipment upkeep.

Event Coordination:

- **Planning and Execution:** Organize and manage church events and meetings (ex. New Member Party, Graduation Sunday, Volunteer Potluck).
- **Logistics:** Handle event logistics, including setup, breakdown, and coordination with volunteers.

Community Connections:

- **Member Engagement:** Foster a welcoming environment, encouraging participation and connection within the congregation.
- **Communication Strategy:** Develop and execute communication plans, including social media, newsletters, and promotional materials, to increase awareness and involvement.

Technology and Systems:

- **Data Management:** Maintain accurate records of membership, attendance, and donations using church management software/applications.

- IT Coordination: Ensure the church's technological needs are met, including website maintenance, office equipment, and software updates.

Other duties as assigned.

QUALIFICATIONS:

- Experience in office management, administrative roles, or community outreach, preferably within a church or nonprofit environment.
- Skills:
 - Strong organizational and multitasking abilities.
 - Excellent verbal and written communication skills.
 - Proficiency in office software (Microsoft Office, Google Suite).
 - Preferred experience with church management systems.
 - Ability to work independently and as part of a team.
 - Leadership and team management capabilities.
 - Familiarity with social media platforms and marketing strategies.

PERSONAL ATTRIBUTES:

- Faith Commitment: A strong personal faith and commitment to the mission and values of the church.
- Interpersonal Skills: Friendly, approachable, and able to build relationships with diverse groups of people.
- Problem-Solving: Resourceful and proactive in addressing challenges and opportunities.

WORKING CONDITIONS:

- Environment: Office setting within the church; some events may require work outside regular office hours.
- Physical Requirements: Ability to lift and carry materials up to 25 pounds; standing and walking during events.

APPLICATION PROCESS:

Interested candidates should submit a resume, cover letter, and references to HR@adventurelife.org.