

Office Manager

Location: Remote

Employment Type: Full-time Non-Exempt

Reports To: Director of Operations



About This Role

We seek a detail-oriented and personable Office Manager to serve as the hub of our conference office. This role is perfect for someone who thrives in a dynamic environment, enjoys helping others, and takes pride in maintaining excellent organizational systems. You'll be the welcoming face and helpful voice that connects our conference community.

Key Responsibilities

Data Management & Systems

- Serve as primary physical and digital data manager, maintaining accurate conference databases, charge conference data, and organizational records
- Ensure data integrity and confidentiality across all information systems
- Generate comprehensive reports for leadership decision-making and analysis
- Manage efficient physical and digital document storage, retrieval, and filing systems

Communications Hub

- Serve as primary point of contact for incoming phone calls, emails, and inquiries
- Direct communications appropriately and provide exceptional customer service
- Assist with mass communications, mailings, and information dissemination
- Maintain professional and welcoming phone and email etiquette

Calendar & Schedule Coordination

- Manage scheduling and travel coordination for Conference Superintendent
- Coordinate conference-wide calendars and resolve scheduling conflicts
- Schedule appointments, meetings, and events with meticulous attention to detail
- Utilize tools to determine availability for various meetings and events

Reception & Office Coordination

- Greet visitors warmly and coordinate main office coordination
- Provide exceptional customer service to all conference constituents
- Order and manage office supplies, materials, and equipment inventory
- Maintain clean, organized, and professional office environment

Event Support & Coordination

- Plan and execute smaller meetings, committee gatherings, and informal events
- Coordinate meeting logistics including setup, materials, and refreshments
- Support larger event planning as needed
- Manage event communications and participant coordination

Administrative Support

- Provide comprehensive administrative assistance to senior staff
- Prepare meeting materials, agendas, minutes, and follow-up communications
- Handle correspondence and routine administrative tasks efficiently
- Support special projects and initiatives as assigned
- Complete additional duties as assigned by supervisor

Qualifications

Required:

- High school diploma or equivalent
- Administrative or customer service experience
- Proficiency with Microsoft Office Suite and Google Workspace
- Strong database management and data entry skills
- Excellent phone etiquette and customer service abilities
- A mature walk with and faith in Jesus Christ
- High moral standards and a commitment to the GMC's mission and values

Preferred:

- Associate's degree or equivalent work experience
- Experience in non-profit or religious organization settings
- Event planning or coordination experience
- Knowledge of Global Methodist Church polity and operations

Essential Skills:

- Exceptional organizational and multitasking abilities
- Strong attention to detail and accuracy in all work
- Professional demeanor with high level of discretion and confidentiality
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Problem-solving skills and proactive approach to challenges
- Flexibility and adaptability in a dynamic work environment