



Title: Office Manager
Reports to: Director of Finance, Administration and Operations
Collaborates with: Director of Communications, Countryside staff, Minister, Board, and Committees
Employment status: Full-Time, Salaried, 40 hours/week
Work Schedule: Monday-Friday, 8 am - 4 pm

Position Summary

The Office Manager is a vital support role responsible for managing office operations and communications, assisting with financial bookkeeping, and administering employee benefits programs. The ideal candidate will possess strong organizational and administrative skills, an understanding of financial processes, and knowledge in benefits administration, ensuring a smooth and efficient workplace.

Key Responsibilities

Financial Office Support:

- Liaison with the contracted bookkeeping company,
- Distribute the prepared financial reports and budgets.
- Receive and record donations, administer the Touchpoint Giving site, and support stewardship.
- Perform accounts payable and receivable functions to support the bookkeeper.
- Support payroll processes and ensure accuracy of data.

Administrative and Communication Workflow Support:

- Oversee the administrative support staff in providing support to various Countryside ministries through the functions of the front office. These include but not limited to: provision of all office and ministerial supplies, production of Sunday worship materials, church calendaring, office equipment, door access, digital signage, etc.
- Working with the Director of Communications, oversee the production of newsletters, weekly emails, website updates, social media updates.
- Track and organize project timelines and schedules, ensuring that all deliverables align with the needs of the church.
- Working with the Church Clerk, accurately update and maintain membership, volunteer, and event databases, supporting a data-driven strategy by ensuring clean, organized records.

- Oversee the production and distribution of bulletins, newsletters, event materials, and bulk mailings. Handle basic print management tasks to support both print and digital outreach.
- Organize and support volunteer receptionists and office project teams to support communication and office operations.

Benefits Administration:

- Administer employee benefits programs, including health insurance and retirement plans.
- Provide guidance and support to employees regarding benefit options and enrollment.
- Work with the Director of Finance, Administration and Operations to ensure compliance with relevant laws and regulations related to employee benefits and review and analyze benefits packages to recommend improvements.

Competencies and Characteristics

Personal Characteristics

- High degree of personal integrity and responsibility, demonstrated through ethical behavior, professionalism, and regular and reliable attendance.
- Relates well to a wide range of personality types.
- Self-starter who enjoys motivating, working with, and providing direction to, a diverse group.
- Proficient in time management, self-discipline, and independent follow through.
- Open to new ideas and approaches.
- Sensitive to interpersonal dynamics.
- A team builder and team player with ability to collaborate with others. Committed to working with all staff and volunteers as a team.
- Is respectful of the traditions, values and theologies present in the United Church of Christ and Countryside Community Church.

Organizational and Planning Skills

- Ability to manage multiple projects, prioritize tasks, and meet deadlines.
- Keen eye for accuracy and consistency in both written and visual content.
- Possess strong administrative and strategic organizational skills.
- Capable of managing a budget.

Communication Skills

- Excellent writing, editing, and interpersonal communication skills, with an ability to engage with diverse audiences and ensure a positive, welcoming tone.
- Ability to listen to and communicate with people of all ages and backgrounds.
- Ability to work collaboratively with staff and volunteers to support Countryside's objectives.

Qualifications

- **Technical Skills:** Proficiency in Microsoft Office Suite, Canva (or other basic graphic design tools), and familiarity with social media management platforms and email marketing tools.
- **Tech-Savvy:** Comfortable using digital tools and software for website updates, social media, and content management, with an eagerness to learn new platforms and stay up-to-date on digital trends.
- **Financial Skills:** Basic understanding of accounting principles.
- **Digital Skills:** Basic understanding of website content management systems (e.g., WordPress) and data management software. Familiarity with church management software (e.g., TouchPoint) is a plus.
- **Flexible Schedule:** Availability for occasional evening or weekend events, supporting the church's communication efforts and key activities.

Education Requirements

Education and Experience: Associate degree or bachelor's degree in communications, business administration, or related field preferred, with 4+ years of relevant experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must have the ability to sit and stand for extended periods of time.
- Exhibit manual dexterity to dial a phone and type on a keyboard.
- Must have the ability to see and read a computer screen and printed material.
- Must have the ability to hear and understand speech at normal levels; speak in audible tones so that others may understand.
- Must have the physical agility to lift 50 pounds, and to bend, stoop, climb stairs, and reach overhead.

Compensation

Based on experience and expertise, and commensurate with churches of comparable size and positions with similar responsibilities. Compensation is commensurate with the employee's education, experience and expertise. The full-time compensation package includes medical and dental health benefits with an HSA for the individual employee, a vacation, holiday and sick leave plan, a 401K contribution plan, and short- and long-term disability insurance.

About Countryside Community Church

Countryside Community Church is an Open and Affirming, progressive Christian congregation and the Christian partner in Omaha, Nebraska's Tri-Faith Initiative. Countryside is rooted in biblical teaching and the liberal Protestant tradition, open to the movement of the Spirit, and committed to the social gospel, nurturing community—growing in faith, advancing social justice, serving in love, and welcoming ALL with joy. Countryside is affiliated with the United Church of Christ and was established in 1949. In the spring of 2019, the church relocated to the Tri-Faith Commons at 132nd and Pacific (13130 Faith Plaza) in Omaha, Nebraska.

Our Mission: We are an inclusive, open and affirming family of faith, welcoming all to God's table of love and acceptance. We are diverse, yet united by Christ's example. We care for one another, support one another, and challenge one another to become all that God creates us to be. We work together to nurture our community and to promote peace, equality, and justice in our conflicted world.

Equal Employment Opportunity

It is the policy of Countryside Community Church to grant equal employment opportunity to all qualified persons without regard to race, color, creed, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability, or handicap – if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodation will be made, in accordance with applicable state and federal laws, to assist employees with disabilities in performing the essential job functions.

Countryside Community Church is organized for religious purposes and is supported by a religious body, the United Church of Christ. As a religious organization, Title VII of the Civil Rights Act of 1964 exempts churches from the prohibition on religious discrimination; consequently, our hiring practices may require faith as a job-related, objective job qualification for some specific positions.