

Job Title: Office Manager

Job Overview: Duluth Vineyard is seeking a dedicated and organized individual to join our team as an Office Manager. This position plays a vital role in overseeing the administrative and operational functions of the church, ensuring smooth day-to-day operations. As a project manager, this position will be responsible for planning and executing various special and recurring church projects.

Responsibilities:

1. Administrative Oversight:

- Manage the administrative staff, maintain the church office function and create a warm hospitable environment for visitors.
- Maintain a volunteer schedule and ensure adequate coverage for office tasks.

2. Financial Management:

- Assist in managing church finances, including handling donations, managing accounts payable and receivable, and preparing financial reports.
- Work closely with the church treasurer and bookkeeper to ensure accurate and transparent financial records.
- Assist with preparing budgets.

3. Human Resource Management:

- Coordinate the recruitment process, including job postings, resume screening, and interviews.
- Facilitate new employee orientations and onboarding activities.
- Serve as a point of contact for employees regarding HR-related inquiries, concerns, and conflicts.
- Implement performance appraisal processes and provide guidance to supervisors and employees.
- Help ensure that HR policies are developed, updated, and communicated in compliance with applicable laws and regulations.

4. Benefits Administration:

- Administer employee benefits programs, including health insurance, retirement plans, and other benefits.
- Provide information and guidance to employees regarding benefits enrollment and changes.

5. Facility Management:

- Oversee the use of church facilities, including management of the relationships with lessors.
- Work with maintenance staff to ensure the cleanliness and functionality of the church.

6. Project Management:

- Collaborate with church leadership to define project scope, goals, and deliverables.
- Lead and coordinate project teams, ensuring tasks are assigned and deadlines are met.
- Monitor project progress, identify and address potential issues, and communicate updates to stakeholders.

the **Vineyard** church

Love God. Love people. Period.

Spiritual Criteria:

- Love Jesus and profess him as Savior and Lord.
- Commitment to spiritual growth, transformation and a healthy lifestyle.
- Model expectations and standards of Duluth Vineyard to staff and church.
- Membership at the Duluth Vineyard.
- Strong understanding of the vision, mission, and values of Duluth Vineyard.

Qualifications:

- High school diploma or equivalent required; Bachelor's degree in business administration, human resources, project management or a related field (or equivalent experience) preferred.
- Strong organizational and leadership skills.
- Proficient with computer systems and basic office equipment.
- Excellent communication, interpersonal, and problem-solving skills
- Basic understanding of church operations and a commitment to supporting the church's mission.

Schedule: This is a full-time position with 40 hours per week. Some evening and weekend availability may be required.

How to Apply: Interested candidates should submit a resume and cover letter to John Kliwer at info@duluthvineyard.org by March 5, 2024.

Equal Opportunity Employer: Duluth Vineyard Church is an equal opportunity employer and is committed to providing a work environment that is free from discrimination and harassment. We celebrate diversity and are dedicated to creating an inclusive and welcoming workplace for all employees, volunteers, and members of our community.

We do not discriminate on the basis of race, color, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other status protected by law or church doctrine. Employment decisions at Duluth Vineyard Church are based solely on merit, qualifications, and the needs of the church community.

In compliance with federal, state, and local laws, we make reasonable accommodations to enable individuals with disabilities to perform the essential functions of their positions. If you require accommodations to participate in the application process, please contact John Kliwer at (218) 525-3462.

We actively encourage individuals from all backgrounds and walks of life to apply, as we believe that diversity enriches our work and strengthens our mission. Duluth Vineyard Church is committed to fostering an environment that promotes fairness, equity, and respect for all.