



St. Mark's Lutheran Church is a growing Christian community rooted in tradition and open to new expressions. Responding to God's compassionate love, we reach out in service to the community and the world. With openness of heart and spirit, we welcome all.

Office Manager

30-40 hours/week, salaried, with supervisory responsibilities

Schedule: To be determined based on church's needs and chosen candidate's availability

Pay Range: \$38 to 55k based on skills and experience

Summary of the Position: St. Mark's Lutheran Church is recruiting an office manager to be a leader and effective staff member for a vibrant faith community in the heart of San Francisco. We are located on Cathedral Hill, in St. Mark's Square. The Square is comprised of St. Mark's Lutheran Church, Martin Luther Tower (MLT) and the Urban Life Center (ULC), and serves as an active center of ministry within and beyond our city. With activities scheduled every day of the week, including performing artists and music groups, overnight youth groups, community and nonprofit organizations, St. Mark's is an active and engaged member of the neighborhood. Your role will be significant in ensuring St. Mark's continues to serve the community through our many ministries.

The Office Manager reports to the Lead Pastor and is responsible for managing all operational aspects of St. Mark's Lutheran Church. This role performs or oversees the key business functions of the church including invoice approval, vendor management, facilities support, budget oversight, and office services. S/he develops and implements policies, procedures and systems to effectively maintain the church's financial strength and operating efficiency, and support St. Mark's mission and ministry. The Office Manager supervises three staff (Communications & Media Coordinator, Events Administrator, and Nursery Supervisor) and provides regular feedback, and oversees training and development of staff.

Duties and Responsibilities:

- Supervise and support the work of all assigned staff, ensure staffing continuity and coverage for maintaining business and church operations
- Facilities, Vendors, and Equipment:
 - Oversee facility maintenance
 - Manage vendor relations
 - Negotiate, maintain, and monitor equipment, licenses, and service contracts in the office and the church building. Troubleshoot equipment failures and arrange for repairs.
 - Negotiate and review contracts for cost-savings, redundancies and errors
 - Monitor licensing/certification of equipment, and insurance policies.
 - Provide technical support, network support, and computer support regarding office systems. Research and recommend updating of systems as needed



- Financial:
 - Review bills and approve for Accountant/Bookkeeper to pay
 - Assist in annual budget preparation
 - Track spending and communicate with church committee chairs
- Reporting: monthly council reports, annual Administrative Operations Report to church council and congregation, annual report to the Sierra Pacific synod and ELCA; annual meeting preparation
- Administer Human Resource policies and procedures as well as the benefits contracts, with support of the HR committee and lead Pastor
- Establish, vet, and monitor St. Mark's office/administrative policies, procedures and systems
- Coordinate administrative support for clergy, committees, and task forces of St. Mark's and MLT Board
- Create and support clear communications between staff and church members/public
- Maintain St. Mark's Lutheran Church and other files as assigned (paper and online)
- Meetings: A small portion of time is needed to assist with preparations for and provide support during meetings.
 - Office staff meetings (weekly, during work hours)
 - Church council meetings (once monthly, in the evening)
 - Martin Luther Tower Board meeting (once every other month, in the evening)
 - Annual congregation meeting (the last Sunday of January, during the day)
- Liaise with MLT regarding ULC tenants, ULC maintenance and issues as needed
- Troubleshoot unexpected problems as they arise
- Provide backup coverage as needed for general office duties (e.g. reception, copying, typing, filing, ordering supplies, keeping inventory)

Requirements:

- College degree or equivalent experience
- Minimum of two years office experience
- Experience working with and maintaining basic office equipment

Preferred Qualifications:

- Supervisory experience
- IT troubleshooting experience

Candidates need not be Lutheran - we welcome all!

We look forward to talking with you about sharing your office management skills in a fulfilling professional environment, where you'll also be contributing meaningfully to an organization that ministers to the needs of our community and the world.

To apply, please submit your resume to Marisa Louie Lee at louie@stmarks-sf.org.