

Job Description

MINNEAPOLIS FRIENDS MEETING OFFICE MANAGER

PURPOSE

This position exists to manage the office systems and record keeping, facilitate meeting communication, and coordinate selected meeting activities and meetinghouse use. The Meeting Office Manager serves as a hub for the meeting activities and external and internal communications for the meeting.

RELATIONSHIP

The Office Manager is supported and supervised by the Liaison and Review Committee.

DUTIES

Communication: Facilitates internal and external communication for the meeting. Ensures the completion and distribution of the weekly bulletin. Seeks volunteers for phone coverage and bulletin production when away.

Tasks

1. Answers inquiries and makes referrals to appropriate individuals and committees
2. Maintains information centers, e.g., bulletin boards, hall, and online calendars.
3. Writes, distributes, and posts the weekly bulletin on the website.
4. Coordinates with Meeting Web Servant on updating other web content and postings.

Coordination: Coordinates the Zoom meetings and meetinghouse use plus keeps the Meeting's Google calendar.

Tasks

1. Supports preparation for meetings for worship by listing closers for the two meetings, speaker, Zoom hosts, musician(s), and mid-morning program information into the bulletin.
2. In collaboration with the Property Committee, opens building for service visits/operational repairs when possible.
3. Schedules rental and outside use of the meetinghouse with approval of the Trustees.
4. Communicates with the custodian any scheduling conflicts or events which might impact cleaning.

Administration: Attends to specific administrative tasks - especially record keeping tasks

Tasks

1. Pays payroll and non-payroll reimbursements and bills. Maintains records of committee reimbursements.
2. Maintains membership records.
3. Maintains archival record of monthly meeting minutes.
4. Serves as liaison between Meeting and Mayim Rabim regarding scheduling or issues with the building. Makes a count of rental hours Mayim Rabim has used in a given year, at the direction of Trustees.
5. Develops and maintains office systems, files, database, email lists, and building key system.
6. Produces an annual office budget based on past and anticipated expenses.
7. Ensures that office equipment is functional including the computer, phone and printer.
8. Generates mailing labels and gathers information for updated directory when needed.
9. Attaches monthly meeting minutes and supporting documents with the Bulletin in advance of Meeting for Business.
10. Works to ensure that documents coming from the office are accessible. Works with the Presiding Clerk to keep abreast of accessibility issues and solutions.

KNOWLEDGE, SKILLS AND COMPETENCIES:

Represents Minneapolis Friends Meeting in alignment with Friends Testimonies

Detail-oriented. Strong written, oral, and social media communication skills

Ability to organize data and files using technology

Uses innovation in office improvements and procedures.

Ability to handle confidential communication appropriately

Preferred: Experience with the Religious Society of Friends

Ability to work independently

Experience in working with volunteers

Intermediate skills with Microsoft Office Suites