**Send us the following REQUIRED items to be considered for this position:**

* **Your resume.**
* **Your cover letter with your story on how you became a Christian and what church you currently attend.**

Timberlake Church is a fast-growing, creative, tech-savvy, and increasingly multi-racial church committed to reaching people for Christ and growing them in their faith. We are one church with five campus locations.

We are seeking talented individuals to join the team as a full-time *Office Manager*at our Redmond Campus, WA. These people will be proven leaders with a track record of success in their previous experience.

**Responsibilities:**

* Maintain office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring follow up functions.
* Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
* Oversee office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
* Manage needed correspondence with staff, volunteers, or attenders through print or digital communication, including creating, printing, proofing, mailing of letters/announcements/newsletters.
* Oversee and produce regular internal communication channels including church database, church calendar and creating regular ministry reports.
* Coordinate meetings and events and manage registration and travel for various seminars and conferences.
* Assist in printing and putting together materials such as programs, connection cards, and mailers.
* Assist the needs of people calling/emailing our ministry in a professional and timely manner.
* Coordinate with volunteers weekly to help with administrative duties, plan “stuffing” parties for volunteers to attend and help with Christmas and Easter programs.
* Attend regular department and monthly all-staff meetings and chapel.
* Performs other duties as assigned.

**Requirements:**

* Make Timberlake your church home
* Work schedule about 40-45 hours a week, and ability to work every Sunday.
* Performs other duties as assigned.