

NORTH CHEVY CHASE CHRISTIAN CHURCH (Disciples of Christ). Chevy Chase,. MD

Job Title: Part-Time Office Secretary with Facility Management Responsibilities (Training provided)

9am-3pm On-site Tues-Wed; Remote optional for Thurs.

Interim Supervisor: Moderator of the Board

Send Applications & Resume to: northchevychase58@gmail.com

Office Management Responsibilities

- Screening and greeting visitors
- Monitoring and responding to main telephone line
Monitoring church email
- Production, printing and mailing of: weekly -enews, monthly Chimes newsletter, weekly Worship Bulletin, Annual Church Directory & Annual Report, Giving campaigns
- Filing (paper & electronic Dropbox)
- Scheduling appointments and maintain Master calendar
- Purchasing (for office & congregation); managing invoices and payments for vendors & building users (approx. 25 regular building user groups)
- Sorting postal mail; receiving deliveries
- Managing IT and network issues: liaison with Comcast (church wifi provided), Nauticon copier service, phone service (Intermedia VoIP)
- General equipment maintenance (e.g. recharging) and supplies

Requires: Proficiency with Microsoft 365, organizational, writing, editing, and mid-level IT skills, plus ability to deal with the very wide diversity of people who use and contact the church. Some lifting and movement required (<25 lbs.)

Key Facility Management Responsibilities:

- Liaison with Building Manager (Duane Rollins) to effect repairs and maintenance for HVAC, plumbing, elevator, and electrical.
- Meet with contractors for repair and inspection appointments
- Schedule annual inspections and maintenance: extinguishers, alarm system, Fire Code Compliance (incl. kitchen hood system); elevator & chair lift
- Supervise custodian: cleaning, storage and furniture

Facility Rental Responsibilities:

- Security/password systems/ key & fob access (LUNA)
- Manage rental applications and scheduling
- Liaison with rental users and congregation regarding facility needs and complaints and provide updates on repairs (approx. 25 regular building user groups; summer camps require special attention)

Requires: Moderate lifting and mobility required. Experience in building management/minor repairs.

Education Required:

High School Diploma (minimum)

3 years+ related experience.

Experience with religious/church organizations preferred.

Benefits:

Vacation, sick, and family leave; certain holidays including two floating holidays and the week between Christmas and New Year's; and a benefit which the employee may use toward health insurance/health expenses. NC4 does not provide health insurance.