



South Bay Community Church

An Evangelical Covenant Church

Office Manager Job Description

Description:

Reporting to the Lead Pastors, the Office Manager is one who is self-motivated, works well independently and under pressure, is detailed oriented, dependable, dedicated, and has high integrity in work ethics. The Office Manager is also one who is committed to growing in spiritual maturity and demonstrates an understanding of his or her role as a representative of the Kingdom of God.

He or she is a highly skilled typist; computer literate; experienced in MS Outlook, Word, Excel, Power Point, Shelby; has good organization and time management skills; is able to follow written and oral instructions; independently coordinates church-wide campaigns and projects; is able to schedule appointments and meetings; has strong written and oral communications skills with the ability to compose letters; is capable of recruiting and supervising volunteers; is competent in telephone management; is highly skilled in handling sensitive matters; has strong interpersonal skills in working with people from all walks of life; can multi-task a minimum of five projects; has the ability to assume and complete tasks with little or no supervision; has the flexibility to work late or on weekends, if needed; has the ability to keep in confidence all matters pertaining to the church, its members, governing board, and staff.

Knowledge of South Bay Community Church organization, procedures, policies, practices, and operations must be acquired.



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General Areas of Responsibility:

- Oversees church office operations and procedures
- Oversees church data base and church communications, including electronic, voice and mail
- Oversees scheduling of church calendar events
- Oversees church facility use calendar and rental agreements
- Oversees administrative support for staff, ministry and membership needs
- Serves as a reference and/or support for member and community relationships
- Serves as the point person for maintenance, mailing, supplies, IT, and equipment,
- Serves as support for human resource and finance departments
- Manage relationships with vendors and service providers
- Supervise and direct office support personnel

Skills and Qualifications

- Strong people and customer service skills
- Strong organizational and time management skills
- Able to assume and complete tasks with little or no supervision
- Able to manage and supervise direct reports
- Computer literate - Intermediate skill level with Word, Excel, PowerPoint, Publisher
- Aptitude to learn other computer programs, as needed
- Experience with data entry and database programs
- Strong written and oral communication skills; able to follow oral and written instructions
- Some graphic arts, newsletter, marketing communications experience, a plus
- Skilled in handling sensitive matters, and working with people from all walks of life
- Able to keep in confidence all matters pertaining to the church, its members and staff
- Bachelors Degree (preferred)
- Previous work-related experience (three years minimum)
- Christian experience