

# Job Description – SJPC Office Manager

## **Purpose:**

The Office Manager leads the overall operation of SJPC's office, including communications, database management, and work processes/systems to support the Vision of SJPC and its various ministries to the glory of God. The office manager serves as the "face" and first contact of many for the church. The Office Manager will support and assist with other office duties as defined and assigned.

## **Accountability:**

The Office Manager is accountable to the Pastor (Head of Staff) and to the Session through the Human Resources Team.

## **Relationships:**

The Office Manager relates to the staff, congregation, and the public with an emphasis on healthy relationships. The responsibilities of this role require excellent people skills and effective oral and written communication. Maintaining effective relationships with many volunteers of the church is also important.

## **Qualifications Desired:**

- Motivated and comfortable working in a Christian ministry environment
- Has a high level of Personal Mastery, particularly in the use of computers, software, and social and multi-media communication tools. Competent with Apple products
- Has the necessary skills for effective, accurate database management
- Has management/administrative skills to effectively manage an office.
- Has effective oral and written communication skills, including good processing/facilitator skills
- Has good interpersonal skills – is a team player who works well with others, depends on others, and addresses conflict effectively
- Strong self-initiative and conscientious
- Is a solid decision-maker – listens well, gathers necessary information, makes timely decisions, acts accordingly, and is effective in leading/influencing others in the decision-making process.
- Embraces the church's vision and core values, seeing role as critical for the church's overall mission.

## **Responsibilities:**

- Serve as the primary initial church point-of-contact on-site, by phone, email, or through the website.
- Create, copy, distribute, and organize church documents and publications (e.g. weekly bulletins, weekly emails, newsletters, annual reports, etc.)
- Graphic design for electronic and printed church publications
- Manage the overall SJPC office operation, including communications, database management, and office systems

- Ensure proper input, management, and reporting of church database records, generating reports and labels as requested by staff, Session and ministry teams
- Oversee office environment and culture for staff morale and accountability
- Comfortable and competent in working with budgets
- Oversee and maintain support/administrative outsourcing contracts and accounts
- Work with Pastor/Head of Staff to ensure the staff have clearly defined responsibilities, vacation/sick leave records, and annual evaluations for continued healthy relationships and performance.
- Develop, train, and support office volunteers to assist SJPC's operations and ministries
- Ensure routine responsibilities for the proper healthy functioning of the office (e.g. open/close the office, maintaining the office environment, coffee/beverage supplies, postage, etc.)
- Attend staff meetings and retreats
- Carry out other duties as assigned by the Pastor/Head of Staff

**Success Measures/Expectations:**

- Healthy functioning of the SJPC office for the success of our mission and ministries.
- Facilitate excellent communication of the church, internal and external, to provide unity of vision, shared understanding, and a clear witness to the Gospel of Jesus Christ

**Evaluation**

Performance and compensation for this position are reviewed annually by the Head of Staff with appropriate input from the Human Resources Team. During the evaluation, the job description shall be reviewed, and needed alterations discussed.

**Compensation and Hours**

This is a 21 hour/week position, at \$22,000-\$25,000 annually. Office hours begin no later than 9:00 am Mondays through Fridays, with the regular hours dispersed through the week as most beneficial for the church and employee. The Human Resources Policy Manual, available in the church office, delineates general information.

**Application**

Please send resumé and cover letter to: [OMSearch@sjpres.org](mailto:OMSearch@sjpres.org)