

## First Church of God Position Description

**Job Title:** Office Manager  
**Reports To:** Executive Pastor  
**Position Status:** Full-Time Regular—Exempt  
Monday-Thursday 8-5, Friday 8-3

**Purpose:** **Primary:** To provide leadership and administration to ensure the smooth running of the day-to-day functions of the church office.  
**Secondary:** To provide administrative assistance to Executive Pastor

### **Job Responsibilities and Duties:**

- Oversight and equipping of Office Staff and Volunteers
  - Receptionist, fill-in receptionists, volunteers
- New staff liaison
  - IT/technical set up
  - Training on office systems and processes
- Current staff liaison
  - Communications
  - IT
  - Troubleshooting
- Maintain inventory of office supplies and purchasing for various ministries areas
- Oversee office budget
- Manage building usage requests
- Work closely with Communications Director regarding digital and physical communications
- Rock management
  - Database
  - Class and event registration
- Oversight of events and special projects
- Maintain Church Master Calendar
- Assist Executive Pastor
  - Calendar Management
  - Communication
  - Staff meetings
- Maintain a friendly, inviting, & service-oriented office environment
- Follow up on messages and communicate information to the appropriate party in a timely manner
- Provide assistance to ministry leaders and staff

### **Job Skills and Requirements:**

- Demonstrated proficiency in computer skills including Microsoft Office and publishing software
- Demonstrate ability to learn and master Rock Database System
- Attention to detail and follow-through on assignments and deadlines
- A commitment to good interpersonal relationships, teamwork and support of church ministries
- Live out a Christian testimony to all who enter the building or call into the church
- A commitment to confidentiality regarding all records, both of the church staff & members
- Dependable attendance
- Spiritual gifts of hospitality, helps, service, encouragement, discernment
- 2-3 years of office management and Bachelor's Degree preferred

### **Evaluation:**

The Office Manager will report to the Executive Pastor and will receive regular performance reviews.

Please send all inquiries and resumes to [rob@firstchurchconnect.com](mailto:rob@firstchurchconnect.com)