



1455 East Valley Road
Santa Barbara, CA 93108

www.elmopres.org | 805-969-5041 | www.eco-pres.org

Position Description: Office Manager

Purpose: Reporting to the Lead Pastor, the office administrator plays an integral role in ensuring all the moving parts of church ministry and office operations are working effectively.

Accountability: Reports to the Lead Pastor and ELMO Session

Key Responsibilities

The Office Manager is the face of the church, reflecting the love of Jesus Christ in all interactions. This position requires general office skills as well as proficiency with Microsoft Office, Publisher and Google Docs. A deep personal relationship with Jesus Christ is essential.

Daily responsibilities:

- Maintain the day-to-day functions of the office including, but not limited to:
 - Answering phone calls, emails and in person requests.
 - Providing administrative support for Pastoral staff, other staff, the Session, Deacons, committees, small groups, various ministries, covenant partners and volunteers.
 - Processing and reconciliation of payments for regular office expenses.
 - Maintaining database records in the church system Realm.
 - Scheduling use of facilities for various events, meetings, weddings and memorials.
 - Scheduling and updating the office calendar and the calendar for the Creative Studio spaces.
 - Keeping the office neat, tidy and organized.

Weekly Responsibilities:

- Preparing the weekly Order of Worship and any additional items for worship on Sundays.
- Attending and taking minutes at weekly staff meetings.
- Update the website with worship documents for upcoming events and sermons/livestream events.

Other ongoing responsibilities as required.

- Training volunteer office staff.
- First point of contact for issues requiring Pastoral Care.
- Update and print church directory as needed.
- Maintain software, worship, movie, and other “copyright” licenses.
- Create documents for publication and in print online.
- Maintain a filing system for church documents, such as insurance, lease agreements, Memorandum of Understandings, etc.
- Prepare and submit the office budget to the Finance Committee.
- Assist the Church Liaison with weddings, memorials, and other events on campus.
- Prepare memorial service Orders of Worship as needed.
- Provide basic troubleshooting / maintenance for office equipment and seek further assistance as required.
- Administer the telephone, voice mail system, key distribution for the church and Early School.
- Share responsibility of the MERRAG radio and monthly check-ins with the Early School Director.
- Maintain office supplies and distribute mail.
- Coordinate IT care and maintenance.
- Maintains phone and internet services.

Expectations:

The Office Manager is a self-starter, able to work with limited supervision. He or she is an active participant in the success of the church who helps to achieve intermediate and long-term goals. He or she is a solutions finder, who works joyfully, knowing this is more than just a job, but a way to serve our Lord Jesus Christ as a part of a team that seeks to spread the gifts we have been so blessed to receive.

Physical Requirements:

- Able to sit for long periods.
- Able to lift 20 pounds.
- Able to bend, squat or kneel to access lower cupboards.