

SMCC ST GEORGE CAMPUS OFFICE MANAGER

The Office Manager oversees the front office operations, internal, administrative systems, and provides support to parishioners, staff and volunteers.

KEY ATTRIBUTES:

- Winsome, friendly with staff, volunteers, and visitors. Models, “What does love require?”
- Detail oriented and adaptable to change
- Quality Manager sensitive to both wins and misses
- Solution Specialist

ORGANIZATIONAL RELATIONSHIP:

- Directly reports to Campus Pastor
- Assists and collaborates with staff and volunteers
- Attends/participates in relevant meetings

CLASSIFICATIONS:

- Part Time (24 hours per week)
- Maintains office hours between 9am – 3pm Monday through Thursday

QUALIFICATIONS:

- Demonstrates or can learn proficiency in Planning Center Online, Asana, Slack, Microsoft Office and Google Suite
- Excellent written and verbal communication skills
- Committed to the mission, vision, and values of SMCC
- Can sign the SMCC staff handbook with integrity

RESPONSIBILITIES:

- Office gatekeeper: answers phone, greets guests, accepts packages
- Processes weekly offerings
- Orders all office supplies & goods, as well as ministries paper goods
- Ministry printing (bulletins, handouts, building signage, etc)
- Administrate the Planning Center Online (PCO) events calendar & registrations/Asana connections
- Assistant to Campus Pastor and Adult Ministries Pastor
- Organizes & Executes Connection events
- Maintains Resources inventory (linens/catering items/chairs/tables)
- Utilizes Asana to keep staff accountable