

# EAST COBB

## CHURCH OF CHRIST

### ***Job Title***

**Office Manager**

### ***Purpose Statement***

To lead people into discipleship of Jesus by providing key administrative support to the Senior Minister, staff, and volunteer leaders.

### ***Reports to***

Senior Minister

### ***Responsibilities***

General (70%)

- Manages multiple projects primarily related to: weekly deposits, accounts payable, database management, distribution of donor tax letters, money wires to mission efforts, benevolence requests, and ministry budget reports
- Oversees the distribution of church-wide communications including email, text, mobile app, newsletters, handouts, and social media
- Serves as the primary receptionist for the church office, as well as the operator for all church correspondence via phone, mail, and email
- Maintains up-to-date records, supplies, registrations, and subscriptions
- Assists all facility users with policies, procedures, and building access

Service and Events (15%)

- Helps create a warm and inviting atmosphere for all service participants and remains available to respond to inquiries
- Assists other staff in planning and executing events

Other (15%)

- Remains available to serve staff, volunteers, guests, and members
- Participates in staff development, training, and leadership meetings
- Performs other duties as assigned by the Senior Minister

### ***Work Schedule***

Works onsite during primary office hours (with flexibility) and Sunday services  
30-40 hours/week

### ***Profile***

The Office Manager should have a warm personality with a task-oriented attitude. He or she should have strong communication and organizational skills, and a desire to serve.