



777 S. Highway 92, Sierra Vista, AZ 85635
Sierra Vista, AZ 85635-4328

Job Description: Office Manager

Purpose: The church office manager will work with the pastor to keep the church office organized, and information and necessary supplies required for church operations available to the church leaders and board members.

Department: Church Operations

Term of Service: One year two years open ended

Brief Description of Job/Position:

- Mail and Package Management:
 - Pick up church mail two or more times a week and distribute to church ministry leader mail slots.
 - Obtain packages from the post office as necessary.
- Information Management and Communication:
 - Maintain and create files for church information in church office file cabinets.
 - Pick up messages on the church main phone line and distribute information from calls.
 - Return calls as appropriate.
 - Monitor and respond to emails received via the church office email account: svsdachurchoffice@gmail.com.
 - Contact worship service platform participants on Wednesdays to remind them of their tasks.
 - Maintain the church calendar on the church website.
 - Responsible for selecting and changing out the inspirational banner in the church foyer, monthly.
 - Update the church bulletin board in the church alcove, as needed.
 - Update church organizational chart, as needed.
 - Assist the church clerk in updating and maintaining the Instant Church Directory.
 - Provide printed copies of the directory upon request.
 - Initiate and file completed Sanctuary & Better Living Center Use Agreement forms.
 - Communicate with the Arizona Conference, as needed.
- Management of Church Keys Distribution:
 - Maintain church key(s) distribution records, using KeyMinder software.
 - Track key request approvals using Key Request/Key Holder Agreement Form.
 - Make and issue key(s) as needed.
- Meetings and Documentation:
 - Attend church board meetings, and access calendar for event updates.

- Create job descriptions for ministry and committee leaders, as identified, developed, and approved by the Church Board.
 - Assist the Bulletin Secretary with editing and printing the weekly church bulletin, as needed.
- Supplies Management:
 - Purchase and maintain church office supplies, including bottled water, printer/copier paper & toner cartridges, etc.
- Other duties as assigned.

Skillset Needed:

- Organizational abilities and attention to detail.
- Excellent communication skills for communicating with church members, community and the pastor.
- Diligence in attending meetings, disseminating information, and keeping an office in order.
- Creativity in developing systems of operation for the Sierra Vista SDA Church.

Annual Budget: The annual budget is managed by the Treasurer with input from the department heads, Finance Committee, and the Church Board, with final approval by the Church Body in a business meeting.

Committee/Board Obligations: Church Board

Reporting To: Pastor, Church Board

Church Board Approval: August 8, 2024