

**Job Description
OFFICE MANAGER
St. Stephen Presbyterian Church**

COMMITMENT AND COMPENSATION

- Part-time: 14-19 hours per week
- Flexible working schedule, but must be available 9am-12pm at least 3 mornings per week (Mon-Fri)
- \$14-\$19/hour (depending on qualifications/experience)

QUALIFICATIONS

- High school diploma or equivalent
- Extremely well-organized
- Strong proficiency in Microsoft Office programs (Word, Excel, PowerPoint)
- Previous administrative experience preferred
- Professional, courteous, cheerful demeanor
- Ability to work well with a wide range of personality types
- Ability to manage deadlines and stress
- Mastery of spelling, grammar, proofreading, and editing
- Experience using social media
- Experience and skill in graphic design and web design preferred
- Fluency in Spanish strongly preferred

DUTIES

The Office Manager is the “face” of St. Stephen Presbyterian Church. The Office Manager reports to the pastor. The Office Manager is responsible for the following duties as assigned by the pastor:

- Answer the church phone and front door with a welcoming and hospitable presence
- Maintain good communication and follow-up with church phone calls and emails
- Produce the weekly church bulletin
- Assist the pastor and church members in producing the weekly worship PowerPoint
- Produce and mail the monthly church newsletter
- Produce the weekly church email update
- Assist church committee members with making photocopies
- Order/purchase office supplies as needed using church account
- Record worship attendance and mail letters to visitors
- Maintain filing system of church documents and correspondence
- Maintain activities calendar for church campus
- Maintain a registry of church keys
- Maintain database of current contact information for church members, building contractors, and ministry partners
- Maintain church’s web presence through updates to the church website and social media platforms
- Maintain the church’s weekly financial records
- With the pastor and worship committee, coordinate weddings, funerals, and other special services and events
- Produce occasional media and photocopies for the church preschool

To apply for this position, please send a cover letter, resume, and contact information for THREE references to OfficeSSPC@gmail.com, or by mail to “Administration Committee, St. Stephen Presbyterian Church, 2217 Theta Street, Houston, Texas 77034.” Questions may be directed to Rev. Alex Cornell, 713-946-4006.