



## **OFFICE MANAGER – POSITION DESCRIPTION**

**Title:** Office Manager

**Position:** Grade Level 5– Synod of the Pacific

**Type:** Regular Employee

**Status:** Full-time, Non-Exempt, 35 hrs/week

**Purpose:** Performs coordination and management to support the office and the Presbytery of San Jose.

### **Position Responsibilities:**

- Oversees facilities and office, including vendor management, supplies and room coordination.
- Oversees Information Technology resources and planning.
- Maintains database directory and provides reporting.
- Coordinates communications tools and supports Director of Communications.
- Coordinates recordkeeping with Stated Clerk.
- Assists with meeting coordination and hospitality for events.
- Produces communication as needed (flyers, brochures, signs needed for office or Presbytery use).
- Manages the Presbytery web site; regularly posts, organizes, and updates information.
- Helps prepare for and attends Presbytery meetings.
- Communicates with Mid Councils and PC(USA) entities as needed.
- Participates in planning and projects with Presbytery staff
- Does other projects as assigned.

### **Relationships, Accountability, and Evaluation:**

**Reports to:** The Executive Presbyter

**Coordinates:** With the Stated Clerk, the Presbytery Accountant and Director of Communications

**Evaluation:** Annually by the Executive Presbyter and Presbytery Personnel Committee

**Skills, Knowledge, and Abilities Needed:**

The person should demonstrate skills in the following areas:

- Business writing
- Courteous and effective customer service
- Desktop publishing
- Technology tools including web design and management
- Organizational skills

The person should demonstrate the following attitudes and commitments:

- Commitment to effective communication
- Responsiveness to questions and issues
- Concern for effective functioning of Presbytery office and churches

**Interested candidates should submit cover letter and resume to the Rev. Joey Lee, Executive Presbyter**  
[joey@sanjosepby.org](mailto:joey@sanjosepby.org)