



EAST HILLS

2/20/2025

Cover Letter

Office Manager

East Hills Community Church is beginning its search for an Office Manager who will work Monday through Thursday each week in various capacities.

The ideal candidate must be organized, able to listen to instructions, be teachable, think ahead, and stay ahead. They must also possess good administrative and interpersonal skills. The Office Manager will serve as a liaison between our church, our community, and our staff. If you believe you meet these qualifications, please review the job description. If it aligns with your skills and experience, you may send your resume and cover letter to Pastor John Stewart at Johns@Easthills.info.

Hourly salary will be determined based on experience. We will train where necessary.



20660 Orange Terrace Pkwy.
Riverside, CA 92508



easthills.info



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East Hills Community Church

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TITLE OF POSITION: Office Manager

PURPOSE AND SCOPE OF POSITION:

THE PURPOSE OF EAST HILLS COMMUNITY CHURCH

Connecting people to God, each other, and a purposeful life.

It is the goal of the Office Manager to assist in fulfilling the overall purpose of East Hills Community Church. This purpose statement not only applies to the church as a whole, but also to each specific ministry within the church. The Office Manager is to fulfill our purpose with the people within the church and those that walk through our office doors.

WORKING RELATIONSHIPS:

The Office Manager is to report directly to the Lead Pastor. He/She is to work and cooperate with the other staff members in fulfilling the purpose of East Hills.

The Office Manager is to perform administrative tasks to help our staff be more effective in the ministry responsibilities.

SPECIFIC RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO):

- To complete administrative tasks for the staff.
 - To keep the office running smoothly
 - To answer the phone during office hours
 - To open and distribute mail
 - To order office supplies for the office and other supplies for the various ministries
 - To produce the worship folder each and every week (online and in printed form)
 - To create and send out the E-update
 - To keep the church calendar up-to-date in the office and online
 - To keep the website up-to-date
- To work alongside the Lead Pastor keeping him ahead and helping him with his schedule.
 - To meet with the Lead Pastor once a week
 - To keep up-to-date with mailing out birthday cards to the congregation
- To oversee our video announcements each week. (We will train)
- To help us market events and the church to our church body and our community.
 - To create cards and flyers for ministries
- Post regularly on our social media platforms.
- To be the liaison between East Hills and any company we use/hire.
- To be a liaison between East Hills and our community
 - To greet and be available to anyone that walks through the office doors
 - Must be polite to others.

- To maintain organization and cleanliness in the office and kitchen.
- To run errands when necessary.
- Must maintain confidentiality when necessary and be a person of trust.
- All other duties as assigned.

PRIMARY STRENGTHS, GIFTS, AND TALENTS REQUIRED:

- Must have a background of administration and helps to be able to run the office and work well with staff and all ministry leaders.
- Must be able to work side-by-side with Lead Pastor and help with casting the vision of East Hills to others.
- Must have a conviction that God has placed a calling on your life to serve with the local church.
- Must be a self-starter and also be willing to complete tasks in a timely manner.
- Must be committed to purpose and philosophy of East Hills and to its growth orientation, able to run the office, not just maintain it.
- Must be able to have good relationships with church attendees, staff, lay volunteers.
- Must have some knowledge of the Google platform and Microsoft Office.
- Must be flexible, teachable, and maintain a standard of excellence
- Must attend East Hills on Sunday mornings.
- Any other designated tasks

EMPLOYMENT AGREEMENT:

East Hills Community Church will provide an Employment Agreement to the Office Manager. This agreement must be reviewed by the employee and discussed with the Lead Pastor.

The Employment Agreement and this Job Description are the only agreements between the parties, and supersedes any and all previous verbal or written agreements regarding the issues related hereto.

Signature of Office Manager

Printed name of Office Manager

Signature of Pastor John Stewart - Lead Pastor

Today's Date

Signature of Witness

Printed name of Witness

