



Position Description

Office Manager

I. Purpose

The Office Manager for CLC will provide administrative support to ensure efficient operation for each of the CLC sites. This position will lead a pool of administrative assistants who will support CLC disciples and employees through a variety of tasks related to the daily workflow of the site.

II. Organizational Relationship

This position will report directly to the Chief Operating Officer.

III. Responsibilities

- a. Oversight of all CLC front desks and receptionists.
- b. In charge of welcoming/hospitality during the week.
- c. Assign administrative support.
- d. Oversee administrative assistants at all sites.
- e. Serve as administrative assistant to the Senior Pastor.
- f. Metric tracking and reporting of key data.
- g. Planning and coordinating staff events.
- h. Staff kitchen oversight.
- i. Responsible for coordination of office supplies and ordering.
- j. Funeral and wedding coordination. This will require working a few Saturdays as the onsite coordinator of funerals.
- k. IT liaison.
- l. Responsible for scheduling courier service to each site.
- m. Other duties as needed and assigned.

IV. Qualifications / Skills

- a. Servant heart.
- b. Should be able to work with minimal supervision along with having the initiative to complete tasks without a set schedule.
- c. Strong interpersonal skills to work with other employees and disciples of CLC.
- d. Ability to be flexible, resilient and patient.

V. Hours

- a. Full-time position working Monday through Friday, 8:00 a.m. – 4:00 p.m.