



Sonoma Springs Covenant Church

3940 Sonoma Springs Ave • Las Cruces, NM 88011
(575) 526-4907 • www.sonomasprings.org • office@sonomasprings.org
Charles Wahlstrom, D.Min., Pastor

GLORIFY. GROW. GO.

APPLICATION FOR OFFICE MANAGER

Name : _____	
Email : _____	Phone : _____
Days Available to work: M T W Th F Sun	

How did you hear about this job opportunity?

Website

Friend/associate/member of the church

On a posting

Other _____

Are you currently attending a church? _____

Do you consider yourself a Christian? _____

Please submit your resume, along with this form, via email
to: office@sonomasprings.org

Or by regular mail to:
Sonoma Springs Covenant Church
ATTN: Office Manager Application
3940 Sonoma Springs Ave.
Las Cruces, NM 88011



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JOB ANNOUNCEMENT: Office Manager

HOURS: Mondays – Fridays, 9-Noon. Other hours may also be required depending on church programs & events.

PAY RATE: Rate of pay commensurate with experience and qualifications.

POSITION TITLE: OFFICE MANAGER This is a part-time (12-20 hours per week), non-exempt staff position. The rate of pay will be established by a separate letter of appointment/work agreement. All terms of employment shall be consistent with the Church's Employee Manual.

RESPONSIBLE TO: The Office Manager will report to the Lead Pastor and in addition will work closely with the other staff members and church leaders. The Lead Pastor and a representative of the Personnel Team will participate in an annual performance evaluation and will provide direction on priorities as they relate to the needs of the church.

FUNCTION: The primary function of this position is to assist the church in fulfilling its biblical purpose to:

- Glorify God through inspiring, heartfelt worship;
 - Grow in the grace and knowledge of Jesus Christ through daily, whole-life discipleship;
 - Go in the power of His Holy Spirit to make disciples, bringing the truth of God's Word and a demonstration of Jesus' love to the world, beginning with the Sonoma Springs Covenant Church neighborhood
 - by coordinating and overseeing all activities of the church office and providing a single point of contact.
- This includes maintaining a cheerful, organized and friendly atmosphere for all who enter the office/church building; meeting the needs of guests, volunteers, congregational members, and pastoral staff; coordination and scheduling of events; and maintenance of office supplies and equipment.

ROLES AND RESPONSIBILITIES:

1. Acting as Receptionist
2. Providing Staff and Volunteer Support
3. Facilitating Communications
4. Managing the Office
5. Keeping Records

OTHER REQUIREMENTS:

1. Excellent command of English - spelling, grammar and punctuation.
2. Strong language and typing skills with computer competency and aptitude with all church software including: Google Apps for Business Suite, Subsplash Church Management Software, Microsoft Office Suite and social media platforms (Facebook, Instagram).
3. Personal discretion concerning information of Church life and ministry shared in the normal flow of staff relations.
4. Ability to effectively communicate (both written and verbal) with church members, vendors, staff, and others.
5. Ability to deal with problems in a positive manner and find effective solutions or know where to seek assistance.
6. Affirmation of the church's stated purpose, statement of faith and core values.

Apply online www.sonomasprings.org

OR

Pick up application in the church office.