



**Staff Position: Office Manager**

**Location:** Del Sol Church East Campus – El Paso, Texas

**Status:** Two-Third Time Staff Salaried, ± 30 hour week

**Reports to:** Lead Pastor

**Time Requirements:** Monday-Thursday 9am-4pm, event support as needed.

**Mission of Del Sol Church:**

To help everyone, everywhere know and follow Jesus.

**Vision:**

To be a unified, diverse church family that's here to help people & glorify God.

**Summary**

The Office Manager supports the daily operations of Del Sol Church by managing administrative tasks, coordinating communication, maintaining records, and ensuring the office functions efficiently. This role is critical in helping the church fulfill its mission by creating an organized, welcoming, and responsive administrative environment.

**Administrative Support**

- Maintain church calendar, scheduling meetings, events, and facility use churchwide.
- Prepare and distribute weekly bulletins, newsletters, and communication materials.
- Manage incoming calls, emails, and in-person inquiries with professionalism and warmth.
- Assist pastoral staff with administrative tasks, such as document preparation, scheduling, and database updates.
- Operate and maintain office equipment and office supplies.

**Records & Database Management**

- Maintain accurate membership, attendance, and ministry records.
- Ensure all sensitive information is stored and handled securely.
- Update and manage church management software.

**Communication & Hospitality**

- Serve as the first point of contact for guests, members, and vendors.
- Ensure the office environment is clean, organized, and welcoming.
- Coordinate with Staff and ministry leaders to ensure smooth communication across all departments.



### **Event & Ministry Support**

- Provide logistical and administrative support for church events.
- Help coordinate volunteer schedules for office-related needs.
- Assist in preparing materials for small groups, classes, and outreach initiatives.

### **Qualifications**

- Bilingual is a necessity.
- A growing personal relationship with Jesus Christ and commitment to Del Sol Church's mission and values.
- Excellent organizational skills with attention to detail.
- Ability to handle multiple tasks and problem-solve independently.
- Strong verbal and written communication abilities.
- Proficiency in Microsoft Office Suite, Canva, and church management software (or willingness to learn).
- Ability to handle confidential information with discretion.
- Previous administrative experience preferred (church or nonprofit experience preferred).

### **Education and Experience:**

1. Previous experience in administrative assistance (2+ years)
2. Bachelor's degree; a degree in a field relevant to this work will be preferred.