



PINES PRESBYTERIAN CHURCH

12751 Kimberley Lane + Houston, Texas 77024
ph. 713.467.2234 + PinesPC.org

Office Manager Job Description

About the Position:

Pines is seeking a motivated individual who can add to our ministry of joyfully serving God's people. Salary and benefits are commensurate with experience. This is a Monday – Friday position with normal operating hours and reports to the Senior Pastor

About Pines:

Located in west Houston near City Center, Pines Presbyterian Church offers a welcoming, forward-moving environment where staff are encouraged to bring their gifts, grow in their calling and make a meaningful impact in the life of our congregation and community.

We are a dynamic church that values collaboration, warmth, and excellence in ministry, and our commitment to nurturing children and supporting families.

Joining Pines staff means serving alongside a dedicated team in a church that is actively engaged, deeply rooted in faith and excited about where God is leading next. Membership is not required.

Responsibilities Include:

- Managing church facilities and office equipment
- Liaising between church staff and session committees
 - Act as an ex-officio member of the property committee
- Serve as primary point of contact with building / repair contractors
 - Review and analyze proposals then execute the work scope upon Property Committee approval
- Schedule and monitor outside groups
 - Ensure any specific church and group requirements are met
 - Ensure all financial details are completed
 - Ensure church property is respected
- Manage property access control
- Liaise with Pines Presbyterian Preschool
- Maintain church calendar, records, membership software
- Ensure all required permits, and required personnel records are maintained & are current
- Assist Senior Pastor as required
- Ad hoc items as required

Skills which will make the candidate successful include:

- Being an organized self-starter
- Having strong communication skills and being able to address multiple concurrent priorities
- Possessing an intuitive mechanical aptitude
- Having an analytical approach
- Good working contract knowledge is a plus
- Software Knowledge
 - Microsoft suite, Canva

If interested in this position, please submit your resume to omsearch2026@pinespc.org