

Office Manager

A. Focus of Position: Manage the church office and provide administrative and clerical support to the staff team and church, in order to assist North Shore Community Baptist Church in its mission and vision. This is a full-time 40 hours/week position based in the church office.

B. Qualifications:

1. Models a commitment to Jesus Christ and His Church.
2. Dedicated to supporting the mission, vision and constitution of NSCBC.
3. Shows a lifestyle of integrity and the ability to keep confidential information.
4. Has proven experience, giving evidence of an ability to fill this position effectively.
5. Possesses the spiritual gifts of administration and service.
6. Has good relational and communication skills, works well within a team.
7. Personable, flexible, and discerning with the ability to prioritize, encourage, and direct.
8. Able to manage projects, resources, and time effectively, with the ability to work well independently.
9. Possesses good written communication skills and can articulate our vision and values.
10. Able to design and produce neat and visually appealing print and digital materials.
11. Knowledge of and experience with Microsoft Office/Google Docs programs. Experience with or ability to learn other software including InDesign, ProPresenter, a website management dashboard, and a congregation database system. Comfortable using social media.
12. Skilled at troubleshooting and able to use a variety of office equipment.

C. Responsibilities:

1. Manage the day to day running of the church office, with responsibilities over the office budget, office equipment, office supplies, church documents, church database, software systems, internet service and cleaning contract.
2. Communicate information to the church through such means as writing, designing, and producing bulletins, promotional materials, email updates, digital signage, directory, web pages, social media accounts, etc.
3. Provide administrative support to the Senior Pastor, including maintaining his daytime calendar.
4. Maintain the church's master calendar and oversee all requests for use of the church buildings.
5. Be a welcoming presence to visitors to the church office, and receive or screen incoming communication, providing direction as needed.
6. Prepare slides for weekly worship services under the direction of the Director of Worship Ministries.
7. Work well as part of the staff and church body team, including other support work that's needed or assigned.

D. Relationships:

1. Reports to a pastoral staff member for accountability, support, and communication of plans.
2. Functions as part of the staff team to encourage effective communication within the church.

For more details and an application form contact richard@nscbc.org