

Office Manager at NSCBC

North Shore Community Baptist Church is seeking a new member of our ministry team for the role of Office Manager—a person who will help us create a welcoming environment where people can encounter Christ and grow as followers of Jesus, and equip our church in its mission through communication, administration and efficient management.

Our Church

NSCBC was founded in 1829 as a result of spiritual renewal in our community of Beverly Farms. Our history as a church since then can trace many examples of God bringing the renewing power of the gospel into people's lives and growing and shaping a witnessing community of grace out of that.

Today NSCBC is a vibrant and growing community of all ages discovering and learning how to follow Jesus together and seeking to display the gospel in all we do. Our location means our community draws local neighbors from Beverly Farms, many students from nearby colleges, young adults who have found jobs in the area, families (there are lots of children at our church!), and long-time members who have loved and served our church and this community for many years!

What makes our church special:

- A welcoming community of belonging for people no matter what their background or experience with faith
- A multi-generational community where wisdom and fresh perspectives blend
- Active small groups where deep relationships are formed and we learn to follow Jesus together
- Worship services that embrace both old and new, both liturgical and charismatic.
- A love of the bible and meditating together on how God speaks to us through it
- A deep desire to be transformed by Jesus
- Energetic and enthusiastic outreach to our community
- Regular opportunities to celebrate what God is doing in our midst

As we are seeing more people respond to the gospel and join our community we are responding in two ways. First, we are in the middle of a building project to redevelop our facilities to enable our ministry to continue to thrive, especially in responding to how we disciple the next generations in our community. And second, we are committed to supporting church planting on the North Shore and are actively seeking to develop leaders to lead church plants from our church.

Our Vision

It is our vision as a church to see a Gospel Movement on the North Shore, an extraordinary work of God's Spirit that results in the transformation of our community and thousands of people meeting Christ, growing as disciples, and serving God's kingdom.

This vision is so much bigger than us! It is something only God can do! Therefore, our focus is to take one step, each day, toward rediscovering the wonder of the gospel. We're praying for all of us, youngest to oldest, to have a life-changing rediscovery of the gospel. We want to be gripped daily by the riches of what Christ has done for us—our Living Hope. We want to see increased passion in worship, courage in evangelism, joy in service, hospitality to our neighbors, engagement in community needs, and wisdom to speak the truth in every area of life. We want to live as if the gospel is true—*because it is!*—and step by step become people who can encourage a gospel movement.

Our Staff Team

We have a close-knit and united staff team that works very collaboratively together in our mission. We benefit from the wisdom and perspective of every team member so anyone joining our team will have an important voice in how we serve this church. Our good teamwork also means this is an excellent place to develop in ministry and explore gifts.

What it's like to be on our staff team:

- Weekly staff meetings with a focus on the ministry of prayer for our church and community
- Regular opportunities for professional and spiritual development
- A culture that values work-life balance and personal well-being
- Annual staff retreat for team building and vision alignment
- Flexibility to accommodate life's unexpected challenges
- Celebration of personal and ministry milestones
- Competitive salaries and workplace benefits (healthcare payments and retirement contributions)
- Generous PTO policy

This Opportunity

The Office Manager is at the heart of our church's ministry. This person is often the first point of contact for newcomers and the consistent presence that helps our congregation feel at home. The Office Manager orchestrates the behind-the-scenes details that make our ministries possible and creates space for God's work to flourish.

In this role, you will:

- Be the welcoming face and voice of our church to visitors and callers
- Support our pastoral team so they can focus on shepherding and teaching
- Coordinate communications that keep our congregation informed and inspired
- Manage the church facility in ways that create a hospitable environment
- Organize administrative systems that enable ministry to happen smoothly
- Build relationships with volunteers and help them use their gifts effectively

This position is a ministry of hospitality, administration, communications, and loving service. A love for others is central to success in this role.

We see this position not just as a job but as a calling. Your administrative gifts will be unleashed to serve God's purposes and advance the gospel in tangible ways. Every communication prepared, problem solved, efficiency brought, and every visitor greeted becomes an opportunity to display Christ's love and further our mission.

Here is a testimonial from our outgoing Office Manager Maddie Hutchison. *"I have absolutely loved my time at NSCBC, working as the Office Manager. Working as a part of a collaborative staff team, gaining tangible experience using my administrative giftings in ministry, and taking on new and different tasks and projects each week have all contributed to the great joy that this job has been!"*

Development Opportunities

At NSCBC, we're committed to helping our staff grow. The Office Manager role offers development opportunities in response to the giftings of the applicant. We encourage exploration and growth in the following areas:

- Operations and Project Management
- Communications and Design
- Volunteer Recruitment and Coordination
- Event Planning and Execution
- Technology and Digital Ministry Solutions
- Leadership Development

Join us in this vital ministry role where your organizational talents can be used for lasting impact! Together, we'll work toward seeing God's kingdom come on the North Shore one faithful day at a time.

Office Manager Job Description

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 the Associate Pastor for accountability, support, and communication of plans.
2. Functions as part of the staff team to encourage effective communication within the church.

E. Our Commitment to You:

We, the leadership at NSCBC, realize that we are together part of the body of Christ, with Jesus as the head. We share one Father and one Lord, making us family. With that in mind, we will seek to:

- Nurture your well-being and encourage your walk with Christ.
- Pray for you and trust the Lord to be working in and through you.
- Support you and honor your service.
- Prayerfully consider any feedback we might have before we offer it.
- Speak only what is good for building you up and building up the entire body of Christ (Eph. 4:29).

Next Steps

To find out more about this role or ask any questions you can reach out to our Associate Pastor Richard Wallace richard@nscbc.org

To apply for this position [you can download an application form here.](#)