

Church Office Manager Position Job Posting

We're looking for an organized and dedicated part-time Office Manager to oversee various administrative tasks in our church office. Responsibilities include managing office volunteers, coordinating calendars, scheduling Pastor meetings, creating weekly bulletins and monthly newsletters, maintaining membership lists, answering calls, assisting with special events, updating Facebook posts, retrieving mail, and handling bill payments.

Please note that this is a summary of key responsibilities, and a complete job description will be shared during interviews.

Qualifications:

- Strong organizational and multitasking skills.
- Excellent communication abilities, both written and verbal.
- Proficiency in Microsoft Office, Google Docs, Canva and other relevant software.
- Ability to work collaboratively with volunteers and staff.
- Previous experience in an office management role or similar capacity is preferred.

If you are passionate about serving our church community and possess the skills and qualifications we are looking for, we would love to hear from you. Join us in making a difference in the lives of our congregation!

To Apply:

Please submit your resume and a brief cover letter detailing your relevant experience to firstconuccspfil@gmail.com by May 15th, 2024. We look forward to reviewing your application and considering you for this important role in our church family.