



Grace Baptist Church Job Description

Title: Office Manager

Reports to: Senior Pastor

Effective Date: July 11, 2022

Level: Hourly (6-8hrs/day as needed, min 9am-3pm, M-Th, potential to move to full time if desired)

Responsibilities Summary:

The Office Manager is responsible for oversight of all administrative functions of the church office at Grace Baptist Church.

Areas of Responsibility:

- **Reception-** Greet walk-in visitors to the office as well as answer phones and respond to general church email inquiries.
- **Communications-** Distribute information for the general church population and community at large.
- **Calendar-** Oversee master calendar, process building use requests
- **Onboarding-** Responsible for training office volunteers, completing the clerical work associated with onboarding new employees and volunteers.
- **Misc-** Manage Planning Center database; maintain and distribute keys, fobs, and passcodes for building security system; record and publish church statistics; compile agenda for and take notes during weekly staff meetings; other responsibilities as assigned by the Senior Pastor in support of the church's mission.

Qualifications:

- Can communicate effectively and courteously with others, including other staff, attendees, and the public, in a spirit of teamwork, respect, and service.
- Experience in clerical or administrative work with tools including or similar to MailChimp, Microsoft Office Suite, and Planning Center is preferred.
- Experience in website development and social media tools is preferred.
- Evidence of giftedness in administration; demonstrated ability to work independently on multiple projects simultaneously.
- An evangelical commitment and lifestyle consistent with the church's guidelines, including signed agreement with the Grace Baptist Articles of Faith.
- Agreement with and support of the church's mission, direction, and strategies.
- Background check required as you would be handling sensitive information.

Compensation: Starting at \$20/hr

Send resumes to gracebaptistchurch@gbcnewberg.org.