

Position:
Office Manager

Location:
First Baptist Church of Cranford/Elizabeth, Elizabeth, NJ

Estimated salary:
\$16 per hour

Employment type:
Part-time

Job description

The Office Manager (OM) provides essential clerical, administrative and media management services to enable an effective, caring, and outreaching ministry of First Baptist Church of Cranford/Elizabeth, under the direction and supervision of the Senior Pastor.

Employee should be Christ-centered, knowledgeable, organized, and must successfully complete all requirements as established by the First Baptist Church of Cranford/Elizabeth.

Specific Primary Responsibilities:

The Office Manager is responsible for the following specific duties and others as assigned and related:

- **Serve as the Senior Pastor's Executive Assistant** by performing various administrative tasks including maintaining the "Daily Projects" action items chart, monitoring the church email account, preparing and sending correspondence to members, visitors, vendors, etc., and being familiar with the Pastor's schedule.
- **Contracts:** Develop comprehensive contract agreements for tenants and vendors renting church space and providing facilities/onsite services under the Pastor's supervision.
- **Telephone:** Answer the telephone and maintain a clear voicemail message system. Receive and relay inquiries and information to other staff and church leaders.
- **Member information and Directory:** Maintain a master list of church members and constituents in the church management system in coordination with the Pastor. Prepare the church member guide.
- **Visitors' Welcome:** Send initial communications to all visitors on behalf of the Pastor and First Baptist Church of Cranford/Elizabeth.
- **Supervise:** Maintain Building and Grounds volunteer's weekly schedule and duties.
- **Supplies:** Order, receive, and maintain office supplies to assure efficient office operation, and strive to contain costs within the budgeted amount as provided.
- **Mail:** Check the church mailbox and promptly dispatch appropriate mail to the office and tenants.
- **Filing:** Maintain church records and files including, but not limited to meeting minutes, policies and procedures, historical records, photographs, correspondence, and legal documents.
- **Equipment:** Operate and maintain copier, computer, etc., to perform work for all church-related needs.
- **Marketing:** Communicate church events and press releases via local print and social media. Assist with creating content for marketing. Maintain the exterior lawn marquee for the church as directed by Pastor.
- **Worship Materials:** Assist the Senior Pastor with gathering worship materials for weekly Sunday worship services, and as needed for holidays, weddings, funerals, special events, etc. Currently, the Pastor does the weekly worship presentations, but the OM will be called on to assist at times.

- **Church Calendar:** Schedule the use of rooms (including Zoom) and facilities for church groups and guests/tenants under the direction of the Pastor and Trustees. Communicate building use via emails.
- **Annual Report:** Prepare Church reports from information submitted by various committees and ministry teams; make additional copies for the congregation.
- **Food Pantry:** Order food, keep records and coordinate the food pantry which currently occurs on the second and fourth Thursday of the month with hours of operation from 8a-12p. Other responsibilities include maintaining the daily temperature log in sheets which are located on each refrigerator and/or freezer as well as the dry storage room. After the fourth Thursday of the month, you will be responsible for the food pantry reports which must be scanned to the Community Foodbank of New Jersey (cfbn). Complete certification course/orientation.
- **Maintain** an orderly church office presentable to the public.

Experience:

- High School diploma or equivalent preferred.
- Some clerical and/or secretarial experience strongly preferred.
- Strong interpersonal skills with an ability to interact professionally and courteously in-person, on the phone, and in written communications.
- Strong written and verbal communication skills.
- Strong organizational skills and attention to details
- Demonstrable computer skills, including using word processing, desktop publishing, email, scheduling, spreadsheet, database applications, and web browsers, Microsoft suite of applications such as Word, Excel, PowerPoint. The ability to create social media posts/shorts to IG, FB, and YT is a plus but not mandatory.
- Ability to use essential office equipment, including a copier and scanner.
- Ability to maintain a regular work schedule and meet deadlines.
- Ability to work both independently and under the supervision of the Senior Pastor.
- Ability to multitask and prioritize tasks effectively.
- Ability and commitment to maintaining confidentiality.

Job Type: Part-time

Salary: \$16.00 per hour

Schedule: 16 hrs./wk. (for example 4 hours Tues-Friday)

Work Location: In-person.

- Resume Required

Contact:

Rev. Dr. Malachy M. Williams, Senior Pastor | mwilliams.firstbaptistchurchce@gmail.com