

ARNOLD COMMUNITY CHURCH

Office Manager

Start Date: As soon as possible Hours: Part Time

Wage: Based on experience and education

Arnold Community Church is looking for a permanent Office Manager to provide administrative support to our ministries and oversee the function of the church office. They will work closely with the Lead Pastor as well as other staff to provide the congregation with clear and consistent communication regarding events, church business, etc.

Prerequisites & Qualifications:

- A professed faith in Jesus Christ and an agreeance with the BCMB Confession of Faith found at <https://bcmb.org/about/our-confession-of-faith/>
- Strong organizational and administration skills
- Comfortable with leadership
- Great communication skills (including grammar & proofreading)
- Friendly disposition for phone and in person interaction
- Experience with Microsoft Office program suite
- Comfort and ability to learn new programs and technology (some regular programs used are Proclaim, MailChimp, Canva, JotForm, Wordpress)

Outline of Responsibilities:

- Answer phones, check and respond to emails, and greet office visitors.
- Administrative support to Lead Pastor, Elder Team and other ministries.
- Manage office supplies and equipment.
- Oversee and support our part-time custodian.
- Manage church calendar & oversee use of bookings.
- Be in contact with Ministry Leaders and those overseeing service rotations (chairs, Lock-up, hospitality, etc)
- Design and post ministry promotions (Sunday Slides, Bulletins, Facebook, Instagram)
- Update and manage content on church website (Wordpress based)
- Create and distribute church communications – weekly and one-time emails, etc. (MailChimp)
- Launch & oversee ministry/program registrations.
- Prep for and attend all church meetings (AGM, etc) (with minute taking)
- Run social Media Accounts

Submit resume, cover letter, and any questions to apply@arnoldcommunitychurch.com