

WINFREE MEMORIAL BAPTIST CHURCH

--- JOB POSTING---

Position: Office Manager
Status: Full-Time – 40 hours per Week/Monday – Friday
Pay Rate: Depends On Experience
Date: December 30, 2022

Winfree Memorial Baptist Church, a growing, spiritually healthy church in Midlothian, VA, is seeking an experienced administrative professional to join our staff on a full-time basis. The person we are seeking will often be the first point of contact and must be a caring, positive, responsive individual who loves people. This person will carry the administrative support for the Pastor and other ministers and will have significant responsibility for the organization and communications of the ministries. A high degree of ability to master various software is essential.

This is a full-time, on-site position and is eligible for church paid benefits, including medical, dental and life insurance. Other benefits include paid vacation, holidays and a medical Flexible Spending Account (FSA) reimbursement plan.

Learn more about us at www.winfreechurch.org

Desired Job Skills, Experience & Education Requirements:

- Must be a self-motivated person with strong people skills.
- Must be able to multi-task.
- Must thrive in an environment which includes both regular duties and change.
- Must be able to maturely handle confidential information.
- Ability to organize, schedule and utilize volunteer workers.
- Willing and able to demonstrate the Christian values of the organization in interaction with people.
- Strong computer skills with proven ability and experience with Microsoft Word, Publisher, Excel, and PowerPoint.
- Will be required to become highly proficient in a church database software, primarily through web-based instruction.
- Will be the primary user of several other software systems for the HVAC schedule, key card entry system, etc
- Carries primary responsibility for the updates of the church website and app
- Excellent verbal and written English communication skills.
- Previous work in an office environment preferred; church office experience highly preferred.
- College degree and notary public certification is preferred.
- Able to lift packages up to 40 lb.

Responsibilities include but are not limited to:

- Oversees all church communications, both printed and online. Update the church website. Directly involved in creation of many items. Must become highly proficient in the use of copier and all office machinery.
- Maintain church database – keep records updated and run requested reports.
- Utilize software to manage systems such as HVAC, facility security, etc.
- Manage office supplies, equipment and space, oversee the office supplies budget
- Prepare materials for meetings.
- Schedule and organize office volunteers.
- Organize and communicate with various church committees.
- Primary responsibility for answering the phone and greeting guests.
- Administer facility use requests.
- Provide clerical assistance for Senior Pastor and others as needed.
- Administer daily mail distribution and packages.
- Provide other office related duties as assigned and needed.

All applicants must be authorized to work in the United States.

Email resume to winfree.search@gmail.com

**Winfree Memorial Baptist Church
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