Part Time Office Administrator
Emmanuel Baptist Church

Position Purpose:
Emmanuel's mission is “To worship Jesus Christ, feed the soul and go to the world.” The Office Administrator supports our mission by providing excellent and efficient administrative support to the pastoral staff ministries.

Primary Responsibilities

Ministry Support: Provide administrative support and coordination for the staff and ministries of Emmanuel Baptist Church, in areas that include worship, prayer ministry, bulletin production, phone system, small groups, volunteer organization and communication. As requested, will support specific ministries to be designated.

Office Management: Maintain accurate and organized church records, rosters for decisions, membership, baptisms, births and deaths, ministry calendars, maintain neat, orderly and efficient operations of the church office including general office duties, supplies, mail, equipment and related vendor services and contracts.

Communication: Being Christ’s representative, the Office Administrator has a first touch responsibility, expressing compassion and caring communication as a first point of contact.

Accountabilities:

This position reports to the Lead Pastor.

Job Qualifications

A committed Christian who affirms and supports Emmanuel Baptist Church’s mission, vision and values (including our mission and statement of faith).

Organizational and administrative skills. Ability to prioritize and multitask while remaining graciously flexible for interruptions and unforeseen needs.

Strong interpersonal skills that are demonstrated in friendly, gracious communication in person, on the phone and in writing. Ability to discern and maintain confidentiality.

Oct 5, 2020
Strong computer skills, particularly working with online cloud based systems, website, social media, email communications. Ability in Mac suite of applications and graphic design optional but a plus.

A self-starter with the ability to take the initiative and work independently. Discerns and implements efficiencies and improvements.

Available to maintain timeliness with the following work schedule: Monday – Friday 9:00-4:00PM.

**Terms of Employment**

This employment is 30-35 hours a week with a probationary period of three months. The initial three-month performance review allows both for the individual and Emmanuel to address any concerns or to re-evaluate employment. Overall performance will be reviewed annually.

Please send resumes and references to:
Rick Eldridge
eldriderjje@gmail.com

Or

Emmanuel Baptist Church
Administrative Board Chair
63 Rockwood Road
Norfolk, MA 02056

Emmanuel’s hiring decisions are made on the basis of skills, experience, qualifications and ‘goodness of fit’ with the mission, vision, values, Statement of Faith and the ministries of the church. Hiring decisions are not made on the basis of an individual’s need, availability, or church relationships.