



## *Cedar Street Baptist Church Richmond, Virginia*

**Position:** Church Office Administrator

**Purpose:** To manage front office activities, direct its internal and external communications, and minimally oversee the use of the facilities, for both church ministries and external clients.

**Hours:** 25-30 hours per week

**Description:**

### **Office Administration:**

1. Complete all tasks required to ensure that the office runs smoothly and aids congregation in fulfilling the church mission
2. Create and update weekly worship materials, including bulletin, slideshow, announcements, and welcome literature
3. Manage the church calendar, keeping track of holidays, worship events, internal facility use, and client rentals.
4. Fully oversee office functions by answering phones, responding to emails, greeting visitors, receiving deliveries, maintaining office technology, and updating church signage

### **Communication:**

5. Direct internal communications, creating weekly E-blast and creating and sending physical mailings to members
6. Assist with external communications for things such as maintaining church's social media presence (included but not limited to Facebook and Instagram), updating church website and outdoor signage, and supporting other marketing initiatives

### **Facility Use Management:**

7. Interface with renters and community groups using facility space. Interactions include but are not limited to initial contact, paperwork exchange, payment discussions, communications during space usage, and follow-up when necessary
8. Manage church facility use calendar by keeping track of renters, community groups, and other outside organizations using the space
9. Troubleshoot during space usage as needed
10. Work with events coordinator and church administration leadership to strategize around future use of church space
11. Other duties as assigned

### **Requirements:**

1. High School graduate or commensurate preparation required; College Degree preferred
2. Minimum of 2 years' experience in an office and/ or church setting
3. Vibrant and active faith, commitment to the church mission and vision, and excitement about engaging in God's work
4. Exceptional interpersonal and communication skills and high level of emotional intelligence
5. Ability to work well with church staff, leadership, and volunteers
6. Ability to work well with a diverse group of congregants, clients, and visitors
7. Ability to prioritize competing demands and take initiative to not only maintain current operations but take initiative to improve where applicable
8. Attention to detail and concern for quality control
9. Ability to manage and track necessary technology and software for purposes of communication, marketing and production of church and office materials

### **Supervision:**

The Church Office Administrator reports to the Pastor, and Executive Pastor. Evaluations are done jointly by the Pastor and/or Executive Pastor and Human Resources. Supervision will take place on a regular basis and will include in person meetings, phone calls, and impromptu meetings as necessary. Hiring, termination and job description changes are handled by the Pastor and Human Resources.

**Compensation:** Compensation will be commensurate with experience and qualifications

**Applications Deadline:** Interested candidates should submit their resume and any supporting materials to the church office at 2301 Cedar Street, Richmond, VA 23223, Attention: Director of Human Resources, Deacon Eric Taylor. The review process will begin immediately and will continue until the position is filled. If you have any questions, feel free to call the church office at 804-648-8919 or email [etaylor@csbcog.org](mailto:etaylor@csbcog.org)

The selected applicant will be required to submit to a background investigation. CSBC is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.