

## **Employment Opportunity**

### **Cooperative Baptist Fellowship of North Carolina**

#### ***Administration Manager***

CBF of North Carolina is seeking a full-time Administration Manager to work in the Winston-Salem Office.

#### **This position includes the following tasks:**

- 1) Manage all CBFNC databases ensuring the information is current and accurate. Provide queries, reports, lists, etc. as needed.
- 2) Oversee retreat, event, and meeting logistics including registrations, agendas, materials, meals, and evaluation surveys.
- 3) Provide prompt and accurate responses to inquiries via phone and email regarding CBFNC ministries, events, and programs.
- 4) Assist the Ministry Coordinators by providing administrative support needed to accomplish the primary ministry of CBFNC.
- 5) Assist the CBFNC Annual Gathering Committee as needed.

#### **Candidates should possess the following characteristics:**

- High attention to detail.
- Highly proficient at Word, Excel, Outlook, and Google Drive. Database management experience preferred.
- Ability to work on multiple events and projects at the same time.
- Willingness to stop everything to attend to immediate needs, especially when a large number of events are being managed simultaneously.
- A determination to organize all events and projects as completely as possible.
- Warm, positive, helpful, and resourceful when communicating with constituents in finding answers – flexible, professional, and assertive.
- Self-starter with the ability to meet multiple deadlines.
- Highly developed written communication skills.
- Precise proofreading skills.
- Ability to work as a team in an office environment.

Working hours for this position will be 9:00am-5:00pm Monday through Thursday and 9:00am -1:00pm on Friday. A retirement benefit is included with this position.

Submit resumes to: Jim Hylton, CBFNC, 2640 Reynolda Road, Winston Salem, NC 27106 or [jhylton@cbfnc.org](mailto:jhylton@cbfnc.org).