

Job Title: Office Manager

Job Description: Faith Community Baptist Church is looking for an outgoing organized professional individual who will oversee the operation of the church office and act as liaison between the pastor(s), staff, and contractors.

**About Us:** Faith Community Baptist Church is a vibrant faith-based organization whose mission is to be a place of worship, a resource and collaborative partner for people living in the East End of Richmond, Virginia with special affinity for families living in Fairfield, Whitcomb and Creighton Court communities.

**About the Role:** You will help distinguish our church as a peaceful professional welcoming space for visitors, neighbors in need, and community partners.

- Act as a receptionist and primary contact for visitors and vendors
- Responsible for managing all church correspondence, calendars, and preparation of documents.
- Maintain all forms, files and supplies
- Maintain church website.
- Report facility needs to Trustees.
- Perform other duties as assigned by the Pastor(s).
- Part-time position

**About You:** The ideal candidate will have the following skills and experiences:

- Experience working with desktop publishing and basic graphic design.
- Excellent communication, organization and management skills.
- Familiar with church ministry operations.
- Ability to work under pressure in a busy atmosphere.
- Experience in typing, filing, record keeping and letter writing.
- Experience with Constant Contact and website software.
- Ability to work independently.

If you are ready to become part of the Faith Family, email a brief statement of your experiences relevant to this job and forward your resume as an attachment to [office@fcbcrichmond.org](mailto:office@fcbcrichmond.org).

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