

Christ Church Office Manager
30 Hours Per Week: \$32,000 - \$35,000 Yearly Salary

Christ Church Coral Springs, FL is seeking a faithful leader with strong organizational and time management skills with excellent communication and interpersonal skills, proficient in office software and technology, and the ability to work independently or as part of a team. The use of discretion and confidentiality is sometimes needed, and knowledge of church operations and procedures is preferred but some training is provided.

Key Responsibilities include managing church records, manage office requirements, scheduling events, and supporting the staff and church leadership. Ensure the smooth and efficient functioning of the church office administrative aspects.

Office Management: Maintaining a well-organized and functional office environment, managing office supplies and equipment, and ensuring the overall smooth operation of the office.

Record Keeping: Maintaining accurate records, including membership information, financial records, and other essential church documents.

Communication: Excellent interactions with people, handling phone calls, emails, and other forms of communication. Preparing and distributing church communications, such as newsletters and bulletins. Helping with the church's website and social media presence.

Event Planning and Coordination: Maintaining the church calendar and scheduling events. Assisting with the planning and execution of church events, meetings, and other activities.

Financial Support: Assisting the Church Treasurer, Bookkeeper and Counters.

Staff and Volunteer Support: Providing administrative support to church staff, and volunteers.

Facility Management: Coordinating with Maintenance for upkeep of the campus facilities, ensuring a safe and welcoming environment.

Compliance: Ensuring the church adheres to relevant laws and regulations, including those related to non-profit organizations.

We pray and entrust the Lord will bless us with a great new staff member.
Please email resumes to sforde@christchurches.com