



## Office Manager Job Description

West Shore Baptist Church is seeking a part-time (20-28 hours, TBD upon hire) office manager to join our ministry team. Qualified applicants possess strong administrative skills, work well on a team, and enjoy dealing with details.

Applicants may submit a cover letter, resume & references to Rev. Kelly Legg, senior pastor, digitally at [wbsbcmail@gmail.com](mailto:wbsbcmail@gmail.com). Hard copies may be mailed to West Shore Baptist Church, attn: Rev. Kelly Legg, 2025 Market Street, Camp Hill, PA 17011.

### Qualifications

- A demonstrable born-again relationship with Jesus Christ, evident in commitment to prayer, His Word, and His people
- Commitment to maintaining absolute confidentiality of personal information of the congregation and staff
- Ability to self-initiate and follow through with the many details of behind-the-scenes ministry efficiently and effectively with minimal supervision
- Proficiency with programs including Word, Excel, PowerPoint, and Gmail
- Willingness to learn, if not already proficient in, Planning Center Online, ProPresenter & Canva
- History serving in a church office preferred
- Associates degree or technical certificate preferred

### Responsibilities

1. Provide administrative support as necessary to pastors, staff, and volunteers. This includes, but is not limited to:
  - handling daily church email and postal correspondence
  - answering phones and checking messages
  - filing, printing, copying, and proof-reading
  - working with vendors to schedule annual events (picnics, retreats, etc)
  - maintaining up-to-date child protection clearance records for staff and volunteers
  - maintaining weekly ministry volunteer schedules via Planning Center Online
  - protecting pastoral staff from unnecessary interruptions
  - maintaining and update church Google calendar
  - updating the sermon page of the church website weekly

2. Prepare and distribute ongoing and occasional communication such as:
  - Sunday worship service bulletins & bulletins for special services
  - Annual reports
  - Quarterly business meeting reports
  - All-church mailings
  - Monthly 'Update' newsletter
3. Accurately prepare all slides for weekly & special worship services in ProPresenter
4. Maintain and update online database with both guest & member information
  - Update and print a hard copy directory at least annually for congregation
5. Serve as host to incoming visitors
  - When needed, serve as a "gate-keeper" to protect the pastors' schedule and/or preserve confidentiality of those present for pastoral counseling
6. Attend to office & building/grounds needs as appropriate
  - Order office supplies and ensure equipment is functioning properly
  - Purchase custodial & kitchen supplies, as requested
  - Maintain office & copy room in an orderly manner
  - Communicate all church repair requests to appointed Trustee efficiently

**Note:** Additional responsibilities may be assigned by the Senior Pastor, as needed. The above is a thorough, but not exhaustive, list.

#### **Accountability**

- Accountable to the Senior Pastor; reviewed after 90 days and annually thereafter

#### **Compensation**

- 8 personal days annually
- 20-28 hours/week
  - Currently, the office manager's hours are Monday-Thursday, 8:00 AM - 3:00 PM. Specific amount of hours & work schedule may be negotiated when hired.
- \$18-20 / hour, commensurate with experience