

Job: Part Time Office Manager

Location: Woodland Heights Baptist Church  
611 W 31<sup>st</sup> Street  
Richmond, Va. 23225

The Office Manager ensures the smooth and efficient operation of the church office by overseeing all daily activities and providing secretarial support to the staff. Office to be staffed Tuesday through Friday 8:30 am to 1:30 pm. (20 Hrs. a Week)

Duties will include:

- \* answering phone
- \* maintenance of church records, mailing lists and church calendar
- \* preparation of bulletins and inserts using MS Office Publisher
- \* preparation of monthly newsletter (Highlights) using MS Office Publisher, and distribution to members electronically or via US mail
- \* communication of information about current and future events to members through weekly email (Constant Contact)
- \* maintenance of records of staff absences (vacation/sick/personal)
- \* oversight of maintenance of office equipment
- \* ordering of supplies to support staff and church activities
- \* escorting/monitoring walk-in visitors, vendors and others using building
- \* attendance at regularly scheduled staff meetings

Qualifications:

- \* strong planning and organizational skills and is detail oriented with the ability to multi-task
- \* takes initiative and works well independently or in a team environment
- \* strong oral and written communication skills
- \* ability to be flexible, handle stress and problem solve
- \* ability to evaluate and prioritize workload
- \* experience using standard office equipment and MS Office Suite, including Publisher, Paint, Photos, Excel and Access
- \* ability to update WHBC Website and Facebook
- \* ability to keep confidential all sensitive information
- \* previous office experience is desirable
- \* should not be a member of Woodland Heights Baptist Church

Salary:

\*\$19.00 Hr.

Address Resumes or Interest in Job to:

\*Personnel Committee,  
611 W 31<sup>st</sup> Street  
Richmond, Va. 23224

office@whbcva.org