Office Administrator - Tomahawk Baptist Church

Position Status: Part-time (24 hours M-Th during the summer, 30 hours M-F during the school year)

Reports to: Senior Pastor

Duties:

Administrative:

- Support Senior Pastor
- Create marketing materials, including the church bulletin, using Canva
- Maintain and update social media accounts
- Check and respond to church email and voicemail daily; relay congregational information to pastoral staff in a timely manner
- Make regular updates to church calendar, prayer list and weekly worship guide
- Use Constant Contact and Remind to communicate with the church body
- Work with pastoral staff to compile, and produce weekly and special event bulletins
- Maintain and publish comprehensive church calendar for office use
- Coordinate and distribute church publications and mailings
- Complete general office and light clerical work for pastoral staff
- Coordinate communication needs for committees, deacons and ministries, as requested, with oversight by the pastoral staff
- Maintain flow of communication between Facilities Use Committee and all parties using the church properties outside of regular church events
- Communicate closings, issues, facilities use changes, etc. with cleaning staff
- Create or update policies and procedures (related to the office) as needed
- Coordinate and maintain an orderly inventory of church office supplies and order as needed

Financial:

- Maintain QuickBooks financial information including the entering and paying of bills, entering deposits, running reports, monitoring the budget, and any other necessary tasks
- Track all special giving (those given in memory, for Youth trips, etc.) and create and send thank-you letters, send notification to the families, etc.
- Work with Monday tellers to enter Sunday offering
- Make bank deposits for church for monies received
- Utilize Servant Keeper to produce letters and giving statement for church congregation
- Count the Wednesday night dinner funds, deposit profit and ensure till has proper funds for the next event
- Work with budget team to produce necessary monthly and annual reports

Membership:

- Maintain church member database (currently Servant Keeper)
- Maintain an updated hard-copy church directory for office use
- Prepare annual church profile that is submitted to the Middle District Baptist Association
Other Duties:

- Maintain church website, including website calendar
- Act as a first point of contact for those seeking benevolence assistance and, where possible and/or necessary, pass their information on to ACTS
- Other duties as assigned by the Senior Pastor

Affiliations:

- This person should be a Christ-follower, active in a Christian church
- This person will not be a member of Tomahawk Baptist Church

Qualifications:

- Minimum high school graduate or equivalent
- Two years of related work experience
- Proficient in Microsoft Office Suite (including Publisher)
- Ability to communicate effectively with congregation, members, and pastoral staff
- Project a warm, friendly, and helpful attitude
- Willingness to learn and take on new skills as necessary
- Ability to adjust to changes within the office and church environments
- Experience with design a plus (Canva)
- QuickBooks experience a plus
- Servant Keeper experience a plus
- Demonstrated ability to perform duties listed in the job description

Please apply by December 21st by emailing apply@tomahawkchurch.org