

# **JOB OPENING NOTICE**

## **Church Office Administrator**

**Administrative Office – Oakland, CA**

**Monthly Rate of Pay: \$2100**

***Monday thru Thursday – Part-time – 24 hours per week***

### **Position:**

Cosmopolitan Baptist Church is seeking a dynamic Church Office Administrator who possesses the skills and requisite experience to support the members and leadership team. The ideal candidate must have a keen eye for detail, the ability to manage multiple projects at a time, superb organizational and interpersonal communication skills, and experience with and/or willing to learn church software and manage database.

A highly motivated self-starter, he or she is professional in both attitude and appearance. This person must be dedicated, flexible and adaptable with a willingness to commit to continual learning. As a leader and decision maker, the Church Office Administrator must demonstrate common sense, diplomacy and strong interpersonal skills. As a liaison person, excellent communication skills (written and verbal) are required – including a level of literacy capable of reading and interpreting documents. **Due to the confidential nature of this work, discretion and integrity are mandatory.**

**Works in Conjunction With:** Senior Pastor, Executive Pastor and Church Clerk

### **Responsibilities of the Church Office Administrator:**

- Manage the senior pastor's calendar: schedule meetings, book speaking engagements, booking and managing travel.
- Provides administrative support for the day-to-day operations of the church
- Accounts receivables/payables
- Payroll processing
- Procurement of church and office supplies
- Assist in drafting standard operating procedures and policies
- Maintain integrity of church management database
- Maintain the church online calendar
- Overseeing volunteer office workers
- Maintain paid invoice files
- Maintain petty cash fund
- Assist with event planning for church ministries/teams and community events
- Provide clerical assistance with document creation, templates, reporting, and storage
- Additionally, the Executive Administrator coordinates the preparation of annual giving statements from donors
- Other office and administrative tasks as assigned by Executive Leadership

### **Knowledge, Skills, and Abilities**

- A working knowledge of church operations and church software or other customer-oriented software
- Professional demeanor, language and tone when assisting members, vendors, leadership etc.,
- Versatility, flexibility, and a willingness to adapt to changing priorities.
- Sound judgment and ability to maintain confidentiality

- Dependability/accessibility
- Comfortable with accessing and utilizing multiple types of software applications
- Excellent administrative skills
- Critical thinking and problem-solving skills
- Customer Service focus
- Excellent knowledge of Microsoft Word, Excel, PowerPoint, Internet applications, Office 365
- Excellent communication and organizational skills
- Knowledge of ShareFaith and QuickBooks are preferable but not required

#### **Spiritual Gifts Helpful for this Position**

- Administration
- Discernment
- Wisdom
- Hospitality
- Leadership

#### **Character Traits**

- Passion for Christ and for the work of ministry at CBC
- Excellent people and oral and written communication skills
- Team builder and team player
- Outstanding follow-through and task completion
- High integrity, trustworthy, on-time and reliable
- Self-motivated/self-starter
- Flexible and teacher

#### **Requirements**

- Regular attendee in worship service
- Baptized as a follower of Christ
- Regard the Bible as God's final authority in all areas of Christian life and desire to be wholly obedient to it

#### **Hours and Benefits**

- Part time - 24 hours per week
- Fully On-site (occasional remote work)
- Paid vacation plus national holidays off
- Employee only medical after 90 days

Interested candidates should submit a resume and cover letter via email [cosmojobs@cbcoakland.org](mailto:cosmojobs@cbcoakland.org)  
 Submissions must be **received by 5:00 pm on Friday, September 6, 2024.**