



Macedonia Baptist Church | Albany

Church Opportunity Posting

Title: Manager of Community and Office Life
Reports to: Pastor
Days/Hours per week: Monday - Friday
Position Type: Part-Time (Contracted position) Compensation: Negotiable

The Manager of Community and Office Life will be responsible for the day-to-day management of the church office, including providing support for the Pastor and helping execute the vision of Faith in Action! The Manager of COL will also organize and effectively communicate information and assist in organizing activities related to the life of the Macedonia church community.

As a first impression staff member, the Manager of Community and Office Life must possess a welcoming attitude, and good communication skills are essential. This person must strive to embody Macedonia's vision of "Faith in Action!"

High Priority Projects

- Update and maintain an accurate membership roster.
- Partner with the technology team to build, navigate, and update the Macedonia community online presence, including website, social media, and database.

Community

- Assist the Pastor and church leadership with building the Macedonia church community through relationship, fellowship, outreach, and member assimilation.

Day-to-Day Operations

- Effective management of the church office.
- Develop and distribute all official church correspondence.
- Maintain (electronically) and communicate the master church calendar for all internal and external scheduled activities, including managing Macedonia building usage.
- Prepare certificates (Membership, Baptism, Baby Blessings, Ordinations, etc.)

Digital Duties

- Update member contact information, family relationships, marriages, births, deaths, relocations, leadership positions, etc.
- Oversight of data consistency/integrity, including existing data and new member information.
- Assist in updating church website and social media presence.

Desired Qualifications

- Possess excellent interpersonal/communication skills
- Competency in the use of office equipment, computers, and related software, including Microsoft Office Suite
- Excellent organizational skills
- Initiative and the ability to work independently
- Discernment and wise judgment in all interactions
- Maintain a high degree of confidentiality

Are you interested in joining our team? Wonderful!
Please send your cover letter and resume to Macedoniaofalbany@gmail.com