

Office Coordinator Job Opening

Join Our Team as an Office Coordinator! | Salary: \$14–\$16 per hour

We are seeking a highly organized and proactive Office Coordinator to join our church team. If you possess excellent communication skills, and enjoy creating an efficient and welcoming workplace, we want to hear from you!

Job Description

Position: Office Coordinator at Shady Grove Baptist Church in Cherryville NC

Salary Range: \$14–\$16 per hour

Employment Type: Part Time – 20 Hours M-F Hours 9-2

Key Responsibilities

See attached job description

Qualifications

Associate's degree in office administration, communications or related field preferred; equivalent work experience in administrative support may substitute for formal education.

At least 2-3 years of administrative or office management experience.

Proficiency in computer applications (Microsoft office, Google Workplace and church management software)

Experience in a church, nonprofit or ministry setting is a plus

Ready to apply? Please submit your resume and a brief cover letter to steppetw@hotmail.com explaining why you would be a great fit for our team. We look forward to welcoming our next Office Coordinator!

Office Coordinator

Purpose: The office coordinator serves to support the mission and ministry of the church by ensuring that smooth and efficient operation of the church office. The role provides organizational, administrative, and communication support to staff, ministry leaders and the congregation, helping to create a welcoming and well managed environment that enables the church to fulfill its calling to serve God and the community.

Major Responsibilities

- Write Weekly Letters to Visitors
- Prepare reminder Texts or Call Post Messages:
- Maintain Record of Membership including
 - a. Change log
 - b. Membership list
 - c. Birthday list
 - d. Calling Post
 - e. Mailing list
 - f. Update Church Instant Directory app
 - g. Providing all changes to church clerk
 - h. Obtain new member church letters.
 - i. Coordinate Members Transferring Letters when requested
- Prepare Memoriam and Honorarium Cards/Letters
- Maintain warranty File on all equipment.
- Sunday School Literature:
- Maintain Church Building Keys.
- Prepare Monthly Church Calendar.
- Maintain Calendars for Church Buildings
- Send cards when needed – Get Well, Sympathy, etc.
- C.A.R.E Ministry:
 - a. Prepare and maintain the CARE Folder for Wednesday Evening.
 - b. Order CARE Supplies cards, postage, etc., as needed.
 - c. Check and Supply the CARE cards for Sunday Services.
- Prepare Bulletins & Inserts:
 - o Weekly
 - o Funerals
 - o Weddings, if requested.
- Mail Bulletins to shut-ins, when requested.
- Email Bulletin for Sunday Services Media Representative

- Collect water samples for testing. (quarterly)
- Prepare Church Profile for South Fork Baptist Association (SFBA) and NC State Baptist Convention
- Keep up with borrowed furniture, tablecloths, etc.
- Prepare Baptism Certificates
- Prepare mail outs and newsletters
- Maintain an orderly office and filing system
- Answer phone and take messages for Staff.
- Keep inventory of all supplies, order when needed.
- Assist Pastor or Committees as requested.
- Check email and paper mail daily mail
- Maintain working copies of Committees booklets
- Performs other duties as assigned by leadership to support the mission and operations of the church.

Personal Qualities Desired

Servant- Hearted

Warm and Welcoming

Discreet and Trustworthy

Strong Communicator

Organized and Detail-Oriented

Education Requirements

Associate's degree in office administration, communications or related field preferred; equivalent work experience in administrative support may substitute for formal education.

At least 2-3 years of administrative or office management experience.

Proficiency in computer applications (Microsoft office, Google Workplace and church management software)

Experience in a church, nonprofit or ministry setting is a plus