

# Mid-American Baptist Churches

## Position Description

**Position:** Part-time Office Manager

### Responsibilities

- Administrative
  - Manages regular and bulk mailings, including maintaining a current mailing list database
  - Handles registration for events and camps
  - Prints and updates the Region directory of churches
  - Prepares email communications and maintains an updated email list
  - Maintains Region databases
  - Manages office including answering phone, purging files at years end, etc.
- Financial
  - Manages payments to vendors and does payroll
  - Makes deposits and transfers and keeps records of daily transactions,
  - Keeps employment forms
  - Tracks donations and sends receipts
- Other duties as directed by Executive Minister or other authorized staff

### Qualifications

- Ability to use computer programs and willingness to learn new programs
- Self-directed, taking initiative to complete tasks, seeking advice as necessary for critical decisions
- Relates well with other staff members and other parties that contact the Region office and provides helpful assistance as required
- Christian with understanding of church life

### Expectations

- Performs above functions accurately and timely
- Conducts all functions with high ethics, integrity and morals
- Performs tasks professionally, producing quality products
- Accepts responsibility for meeting deadlines

### Miscellaneous

- Hours: Work 20-25 hours per week with some flexibility
- Salary: Paid twice monthly
- Benefits: No benefits with this position
- Part-time Office Manual: Additional information available in Part-time Office Manual