

Position: Business Office Manager

Location: Impact Church

Position Type: Full-time (Monday-Friday, 8 AM - 5 PM)

About Impact Church: Impact Church is a vibrant and community-focused congregation, serving a diverse group of members and supporting a wide range of programs and services. Our mission is to make a positive impact through worship, outreach, and education, guided by our commitment to faith, hope, and love.

Position Overview: We are seeking an Office Coordinator to oversee the daily administrative operations of our church office. This role is integral to ensuring the smooth and efficient functioning of our church's administrative activities, providing support to our staff, and maintaining an organized and professional office environment.

Key Responsibilities:

Office Administration:

- Oversee the daily operations of the church office, ensuring efficient and effective administrative processes.
- Manage office supplies inventory and procurement, ensuring resources are available to support staff needs.
- Mail distribution, typing, filing, greeting visitors, answering phones.

Staff Support and Management:

- Supervise administrative staff
- Serve as the primary point of contact for office-related queries from staff and provide administrative support to church leadership.

Financial Oversight:

- Assist in budget preparation and financial management, including expense tracking and reporting.
- Coordinate with the accounting department to ensure accurate financial record-keeping and reporting for administrative expenses.

Facilities Coordination:

- Oversee the maintenance and organization of office space and facilities to ensure a safe and pleasant working environment.
- Coordinate with vendors and contractors for facility-related services and repairs.

Communication and Coordination:

- Manage internal communications, including the distribution of announcements and coordination of meetings and events.
- Act as a liaison between different departments and staff, ensuring clear communication and collaboration.

Policy and Procedure Management:

- Develop and implement office policies and procedures to improve efficiency and effectiveness.
- Ensure compliance with legal and regulatory requirements related to office operations.

Qualifications:

- Minimum of 5 years of experience in office management, preferably in a similar organizational setting.
- Strong leadership and people management skills, with experience supervising administrative staff.
- Proficient in office software, including Microsoft Office Suite, and experience with financial management systems.
- Excellent organizational, communication, and problem-solving skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Committed to the mission and values of Impact Church and capable of handling confidential information with discretion.

Application Process:

Interested candidates are invited to submit a resume and cover letter, detailing their experience and how it aligns with the key responsibilities and qualifications of this role.

Impact Church is an equal opportunity employer and is committed to creating a diverse and inclusive work environment. We welcome applicants from all backgrounds who are passionate about supporting our mission and community.