



**GREENWOOD**  
BAPTIST CHURCH  
BROOKLYN, NEW YORK

**Church Office Administrator**  
**Job Description**

**Position:** Church Office Administrator

**Purpose:** To manage Greenwood's office, direct its internal and external communications, and oversee the use of its facilities, both by the church and by outside groups.

**Hours:** 20 hours per week

**Description:**

***Office Administration:***

1. Complete all tasks required to ensure that Greenwood's office runs smoothly and aids congregation in fulfilling Greenwood's mission
2. Craft and update weekly worship materials, including bulletin, slideshow, announcements, and welcome literature
3. Manage Greenwood's church calendar by keeping track of holidays, worship events, internal facility use, and birthdays and special occasions
4. Run Greenwood's office midweek by answering phones, responding to emails, greeting visitors, receiving deliveries, maintaining office technology and updating church signage

***Communication:***

5. Direct Greenwood's internal communications by creating weekly E-blast and crafting and sending physical mailings to members
6. Direct Greenwood's external communications by maintaining church's social media presence (included but not limited to Facebook, Instagram and Twitter), updating church website and outdoor signage, and supporting other marketing initiatives
7. Maintain church's online membership database and keep track of members' contact information

***Facility Use Management:***

8. Interface with renters and community groups using Greenwood's space. Interactions include but are not limited to: initial contact, paperwork exchange, payment discussions, communications during space usage, and follow-up when necessary
9. Manage Greenwood's facility use calendar by keeping track of renters, community groups, and other outside organizations using the space
10. Troubleshoot during space usage as needed
11. Work with church leadership to strategize around future use of Greenwood's space
12. Other duties as assigned



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**Requirements:**

1. Bachelor's degree or commensurate preparation required; Master's or commensurate preparation preferred
2. Minimum of 2 years' experience in an office and/ or church setting
3. Vibrant and active faith, commitment to Greenwood's values, and excitement about engaging in God's work
4. Exceptional interpersonal and communication skills and high level of emotional intelligence
5. Demonstrated experience and expertise in social media management and marketing; additional graphic design abilities preferred
6. Ability to work well with church staff, leadership and volunteers
7. Ability to work well with a diverse group of congregants, renters and visitors
8. Ability to prioritize competing demands and take initiative to not only maintain Greenwood's current operations but improve them
9. Attention to detail and concern for quality control
10. Ability to manage necessary technology and software for purposes of communication, marketing and production of church and office materials

**Supervision:**

The Church Office Administrator reports to the Pastor, and evaluations are done jointly by the Pastor and a representative of the Trustee Board. Supervision will take place on a regular basis and will include in person meetings, phone calls, and impromptu meetings as necessary. Hiring, termination and job description changes are handled by the Pastor and Trustee Board.

**Compensation:** Compensation will be commensurate with experience and qualifications.