

Church Office Manager

Company: First United Methodist Church of Bakersfield, CA

This is a year-round, salaried employee position based on 36 hours per work week.

Salary Range: \$39,000 to \$46,000

Benefits: 11 Paid Holidays, PTO and Health Insurance.

Job Description:

Oversee the day to day function of the church office including clerical support to the pastor and various committee; the production of print materials: newsletter, bulletins; maintain church records and files; maintain inventory of supplies; manage church calendar and scheduling for internal and external groups and events; manage church data systems, website, LED sign; supervise office assistants, custodial staff and volunteers; track facility maintenance and oversee maintenance vendors.

Applicant Qualifications

- Active participant in a worshipping Christian church strongly desirable
- Able to work independently and exercise confidentiality
- Previous administrative experience of three years minimum required
- Able to work well with volunteers and people of all ages
- Minimum of high school diploma, however a college degree is preferred
- Knowledge and experience of facility management
- Quality clerical and computer skills including typing 45 wpm; data processing; knowledge of Microsoft Windows-based software including Word, Excel and Publisher; familiar with Google based software such as google calendar, Gmail google docs, etc.
- Able to pass DOJ Background/Livescan check

To Apply: Please include a cover letter with your resume explaining why you are a good fit for this position. Applicants without a cover letter will not be considered. You may send it through Indeed or separately to office@fumcbakersfield.org.