

Office Manager

Location: On-site preferred; some work-from-home will be considered

Type: Part Time, Hourly, Non-Exempt

Supervisor: Executive Director

Summary: The Office Manager will be on the front lines of FBM's ministry. They will often be the first person that a constituent will interact with. They will perform various secretarial and administrative work as they manage the general office operations of FBM and directly assist the Executive Director.

Responsibilities:

- Schedule digital and in-person appointments across multiple time zones.
- Create and maintain filing systems and workflows.
- Respond to routine and moderately complex questions or issues regarding policies, procedures, and processes.
- Oversee all printing and mailing operations.
- Communicate promptly and professionally with all constituents.
- Coordinate all logistics pertaining to missionary visits to the home office. This will include meals, housing, and other logistical concerns.
- Assist the Director of Finances with the weekly processing of financial contributions.
- Collect information, conduct research, and prepare materials for use in executive discussions/meetings or for decision-making purposes.
- Demonstrate the ability to maintain a high level of confidentiality and discretion in regards to sensitive items.
- Other duties as assigned.

Qualifications:

- Firm commitment to FBM's Statement of Faith, Mission Statement, and Core Values.
- Active membership in a local likeminded church.
- Excellent written and verbal communication skills across a variety of platforms including, but not limited to, telephone, video calls, in-person meetings, email, reports, and articles.
- Excellent computer skills including experience with or the ability to quickly learn the following software: Microsoft Office, Google G-Suite, Zoom, QuickBooks, Evernote, and more.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Thorough knowledge of English grammar, spelling and punctuation.
- Live within reasonable driving distance of FBM's office.

To apply, please email your resume to stephen@faithbaptistmission.org.