

Office Manager Job Posting

New Providence Missionary Baptist Church

Location: Fuquay-Varina, North Carolina

Website: www.newprovidencebaptist.com

Job Headline

Join Our Team – Office Manager for Friendly Baptist Church Community

Job Summary

New Providence Missionary Baptist Church is seeking a full-time Office Manager to oversee the daily operations of the church office. This role serves as the central point of contact for members, visitors, and the community, ensuring a welcoming and efficient environment. The Office Manager will work closely with the Pastor, ministerial staff, and church leadership to support the church's mission.

Responsibilities

Administrative & Clerical Support

- Manage the church calendar, scheduling meetings, events, and facility usage
- Answer phones, respond to emails, and manage correspondence
- Maintain accurate and confidential church records, including membership directories, pastoral files, and historical documents
- Prepare and distribute weekly announcements, programs, and publications
- Assist the Pastor with scheduling and administrative tasks

Financial Management

- Coordinate record keeping of weekly tithes and offerings
- Submit payroll annually to the Payroll Company (Hire Level) including salary adjustments
- Ensure completion of forms for employees (Direct Deposit, profile, W-4 adjustments)
- Process extra pay for musicians (with Pastor approval)
- Coordinate annual giving reports for congregants
- Provide support to the Church Treasurer for reconciliation and banking inquiries

Church & Member Services

- Serve as the primary point of contact for members and visitors
- Direct inquiries to appropriate ministries or staff
- Maintain and update the membership database
- Coordinate mailings for events, funerals, and communications
- Assist with event planning, RSVPs, and logistics
- Support travel arrangements for conventions and special events

Facilities & Operations

- Coordinate with Trustee Ministry on office maintenance and cleanliness
- Manage office supplies inventory and place orders
- Lift and move up to 25 lbs. occasionally (supplies or boxes)
- Ensure office equipment (copiers, computers, phones) is functioning properly

Qualifications

Required

- 5+ years of experience as an Office Manager, Administrative Assistant, or similar role (church or nonprofit preferred)
- High school diploma
- Strong organizational and time-management skills with ability to multitask
- Proficiency in Microsoft Office Suite and Google Docs
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- High integrity, professionalism, and commitment to confidentiality
- A servant's heart and desire to support ministry

Preferred

- Experience with church management software (e.g., ChurchPlus, Realm)
- Familiarity with Black Baptist church culture and traditions
- Bachelor's degree or equivalent combination of education and experience

Compensation and Benefits

- Salary range: \$45,000-\$55,000
- Competitive Benefit Package
- Personal Time Off: 15 days per year with no rollover
- Paid Holidays: New Year's Day, Martin Luther King Jr. Birthday, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas

Work Environment

- Reports directly to the Pastor
- Full-time position, typically Monday–Friday, 9:00 AM – 5:00 PM
- Some evening and weekend hours required for special events
- Professional church office setting

Application Instructions

Please submit a resume and cover letter detailing your qualifications and experience to: recruit@newprovidencebaptist.com.

Position open until filled.

References are required.

Job Description Preview

New Providence Missionary Baptist Church in Fuquay-Varina, NC is seeking a full-time Office Manager to oversee daily office operations, financial coordination, and member services. This role is the central point of contact for members, visitors, and the community, ensuring a welcoming and efficient environment.

The Office Manager will manage the church calendar, records, communications, and financial reporting, while also supporting the Pastor and church leadership. Candidates should have 5+ years of administrative or office management experience (church or nonprofit preferred), strong organizational skills, proficiency in Microsoft Office, and a commitment to confidentiality and service.