



RAY OF HOPE
CHRISTIAN CHURCH
TRANSFORMING YOUR WORLD
Rev. Dr. Cynthia L. Hale, Senior Pastor

Job Announcement - Office Manager

The Ray of Hope Christian Church is currently seeking a full-time Office Manager. The Office Manager will be responsible for the overall organization of the church office, maintenance of the church membership database, administrative support for special events, the staff and ministry departments. The Office Manager also serves as the liaison for the Ray of Hope Christian Church vendors for network services, ministry services, office supplies/equipment and publicity. The Office Manager is required to maintain complete confidentiality regarding all areas and aspects of the position.

KEY RESPONSIBILITIES:

- Maintains ACS church membership database.
- Generates the weekly sick and shut-in report.
- Processes all ministry requests, which includes requests for copies, flyers, eblasts, work and material requests, etc.
- Coordinates church press releases and advertisements for publicity with radio, newspapers, magazines, etc.
- Oversees the Host Ministry and staffing of the Welcome Center.
- Performs other duties as assigned by the Senior Pastor.

Minimum Qualifications

- Must have at least two years of college and office technology skills.
- Must have at least three to five years management experience.

Important Skills/Personal Traits

- Proficient with Office 365 and Microsoft Office Suite (2010 or newer versions)
- Working knowledge of Constant Contact Email Marketing Software and Access ACS Database Management System.
- Excellent written and verbal communication skills.
- Must have working knowledge of office equipment and technology.
- Must possess strong organizational and interpersonal skills.

Interested candidates should forward their resume and contact information to the Ray of Hope Christian Church Human Resource Department by Monday, May 7, 2018 at:

hr@rayofhope.org

Please **DO NOT** contact the church office regarding this position. All inquiries should be submitted via email to the email address listed above.