



# First Christian Church

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1900 WEST MARKET STREET • GREENSBORO, NORTH CAROLINA 27403

## Job Description: Office and Communications Manager

Revised September 2019

The Office and Communications Manager supports the ministries of First Christian Church by overseeing the day-to-day operations of the church office and building, managing internal and external communications and publicity, and assisting staff and volunteers with various duties to carry out the ministries of the church.

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In particular, the Office and Communications Manager will:

Oversee the **communications** needs of the congregation, including but not limited to: bulletins; paper and electronic newsletters; internal and external publicity; website and social media; communications via mail, email, and text messaging platform.

Manage the **administrative** needs of the organization, including but not limited to: purchase supplies; oversee mailings; manage phone and computer systems; maintain relationships with vendors, assist treasurer(s) and financial secretaries.

Provide **hospitality** during office hours (Monday-Thursday, 9:00 am – 2:00 pm), including but not limited to: welcoming visitors; answering phones; handling emergency assistance requests; and overseeing and training office volunteers.

Maintain accurate **record keeping**, including but not limited to: membership database and related reports; an annual directory; files of official documents.

Maintain the master **calendar** for the congregation, schedule use of the bus, and manage **building-use requests** from church members and outside groups.

**Work closely with other staff and church leaders**, assisting ministry teams when needed.

**Provide support** for various ministry programs and events; on occasion becoming the staff liaison for special projects or activities.

Other duties as assigned to support the ministries of the church.

*This is a salaried (exempt) position, with an expectation of 24 hours per week. Time beyond the 20 hours required by office hours (Monday-Thursday, 9:00 am - 2:00 pm) may be scheduled at the discretion of the employee in consultation with the Senior Minister.*

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**Interested candidates should submit a cover letter, resume, and application via email to Baylee Smith, Chair, FCC Personnel Team, at [fccgsopersonnel@gmail.com](mailto:fccgsopersonnel@gmail.com). Application submission deadline for priority review: Friday, October 18, 2019.**