

Pleasant Grove Baptist Church

Office Manager



Department: Operations/Administration (Non-Exempt)

Reports to: Senior Pastor

Status: Part time as outlined in the Personnel Policy Manual

Job Summary

The Office Manager is responsible for managing the daily administrative functions of the church office while ensuring the church's vision, ministries, and events are communicated clearly and consistently. This position serves as the primary point of contact for the church office, provides administrative support to the pastoral staff, manages church communications across multiple platforms, and helps create an organized, welcoming environment for members and guests.

Essential Job Functions

Office Administration

1. Serve as the first point of contact by answering phones, welcoming visitors, and assisting members and guests with their needs.
2. Manage the daily operations of the church office and maintain an organized, hospitable, and efficient work environment.
3. Serve as the administrator of Planning Center, maintaining member records, workflows, registrations, and organizational data.
4. Maintain the church calendar and coordinate building reservations in accordance with church policies.
5. Organize and track member care needs, including hospitalizations and other care updates.
6. Maintain office supplies, oversee the copy room, and ensure equipment and resources are stocked and functioning properly.
7. Provide administrative support to the Senior Pastor and ministry staff as needed.
8. Assist with special projects and perform other duties as assigned by the Senior Pastor.

Communications

9. Ensure consistent messaging across all communication platforms, including print, digital, social media, and in-person materials.
10. Create and distribute weekly publications, including bulletins, prayer guides, sermon notes, event promotions, and sign-up materials.
11. Update and maintain website and digital communication platforms in collaboration with staff.
12. Design graphics and create content that supports church ministries and outreach efforts.
13. Collaborate with ministry leaders to promote events, ministries, and church-wide initiatives.
14. Help maintain and implement office and communication processes and procedures, ensuring consistency, efficiency, and excellence across all ministry operations.

Minimum Qualifications

1. Associate's or Bachelor's degree in Business Administration, Communications, Office Management, Marketing, or a related field, or 2–4 years of comparable experience.
2. Experience in office administration, customer service, communications, or church ministry preferred.
3. Strong organizational skills with attention to detail and the ability to manage multiple priorities.
4. Proficiency with Google Workspace (Docs, Sheets, Gmail, Calendar) and design software such as Canva. Experience with Adobe Creative Suite (Photoshop, InDesign, and Illustrator) is preferred.
5. Experience with church management software, particularly Planning Center, is preferred.

Required Abilities

1. Have a personal relationship with Jesus Christ and a commitment to the local church.
2. Support and actively participate in the mission and ministry of Pleasant Grove Baptist Church.
3. Demonstrate a passion for serving people and helping connect others to Christ and His church.
4. Exhibit excellent interpersonal, written, and verbal communication skills.
5. Be highly organized, dependable, and capable of managing multiple responsibilities simultaneously.
6. Work independently while collaborating effectively with church staff and volunteers.
7. Be teachable, flexible, hospitable, and willing to assist wherever needed.
8. Maintain confidentiality and exercise discretion when handling sensitive information.

Work Schedule

- Monday–Thursday: **8:30 a.m.–4:30 p.m.**
Occasional attendance at Sunday morning services and major church events requiring extra administrative assistance (such as Vacation Bible School, conferences)