

Cooperative Baptist Fellowship Virginia
POSITION DESCRIPTION
Office & Communications Manager

EMPLOYMENT STATUS: General Part-Time

SUPERVISOR: Field Coordinator

SUMMARY OF POSITION: Manage office functions including bookkeeping, guide all communication efforts, maintain social media presence, and assist with logistics for special events. Support and promote the mission and ministry of the Cooperative Baptist Fellowship Virginia and the Cooperative Baptist Fellowship.

MAJOR TASK AREAS:

Office Management

- Provide professional support to the Field Coordinator and Associate Coordinator to build and sustain the identity of CBFVA.
- Supervise daily operation of the office including, but is not limited to, fulfilling receptionist responsibilities, ordering supplies, maintaining office equipment, etc.
- Manage budget accounts, pay bills, prepare financial reports, and reconcile bank statements.
- Create and maintain record keeping system.
- Maintain shared database with CBF global.
- Maintain mailing lists, email lists and electronic files as required.
- File forms to maintain CBFVA's non-profit status.
- Provide support for the CBFVA Coordinating Council as needed.
- Perform other office duties as assigned.

Communications Management

- Maintain a vibrant social media presence to tell CBFVA's story.
- Manage the publication and distribution of a bi-weekly *Friday News*, blogs, *The Vine* (quarterly newsletter), and other communications media.
- Keep the CBFVA website up-to-date with news stories and regular maintenance.
- Assist churches needing assistance with ministry position openings. Post job openings in *Friday News*.
- Assist in designing and preparing materials to be printed for CBFVA.
- Order promotional materials to be distributed at gatherings.
- Assist with mailings to congregations.
- Assist with donor relations (thank you notes and giving statements).
- Perform other duties as assigned.

Event Coordination

- Assist with the planning, marketing, registration and offsite-site coordination of Mission Madness and/or other CBFVA projects.
- Assists with the planning, marketing, registration and offsite-site coordination of the CBFVA Youth Retreat.
- Coordinate logistics, marketing and registration for the CBFVA General Assembly.
- Coordinate logistics, marketing and registration for the CBFVA/BTSR Luncheon at the BGAV meeting.
- Coordinate logistics for the annual retreat and other meetings of the Coordinating Council.
- Perform other event related duties as assigned.

POSITION REQUIREMENTS:

1) EDUCATION AND EXPERIENCE

- BA or BS or similar college degree required.

2) KNOWLEDGE, SKILLS AND ABILITIES

- Bookkeeping skills required; knowledge of basic accounting principles desired.
- Computer skills required:
 - Ability to work within Windows and Apple/Macintosh computer systems
 - Proficiency with MS Office Suite (Microsoft Word, Excel, PowerPoint, Entourage/Outlook).
 - Experience with database management.
- Professional telephone skills.
- Exemplary Christian character and integrity with commitment to the mission of CBF and CBFVA.

3) PERSONAL CHARACTERISTICS

- Team player. Self-starter. Strong work ethic. Strong, positive interpersonal skills.
- Must be a member in good standing of a Christian church with a wholesome Christian lifestyle.

ACKNOWLEDGEMENT AND AGREEMENT WITH ABOVE POSITION DESCRIPTION:

Employee	Date	Supervisor	Date
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5/2018