

Office Manager, Part-time Arlington Church of Christ

The office manager at the Arlington Church of Christ is the welcoming face and voice of the congregation for members, guests, and community. This person is responsible for providing a wide range of administrative services to the congregation and is a vital communication hub for Arlington. This position requires someone who has demonstrated excellence in interpersonal communications and can exercise discretion, initiative, judgment, time-management and organization and who has strong technical skills. The ability to keep confidence is an important part of this stewardship.

Job Duties

Communications

- Be the welcoming face of the Arlington Church of Christ
- Be part of a team that implements a communications strategy for the congregation.
- Prepare weekly bulletins/newsletters for the congregation.
- Partners with church Webmaster to maintain church calendar on web and in print.
- Design and prepare documents for special events
- Check mail, daily emails and phone calls.

Materials for Worship

- Prepare bulletin inserts as needed, print and insert.
- Maintain membership and visitor data
- Keep records of visitors, send notes to first time visitors via regular mail or email.
- Produce and update membership directory as needed

Office Administration

- Order supplies for office and church.
- Arrange for maintenance of copier/computers
- Assist with deliveries, fire extinguisher inspections, etc.
- Maintain list of vendors used for routine inspections/ maintenance activities for the building

Staff Support

- Assist Elders, Deacons, Preachers, and teachers as needed.
- Other duties as assigned

Education

- High school degree or equivalent. Associate or bachelor's degree preferred.

Job Knowledge, Skills and Qualifications

- Excellent in interpersonal skills, ability to solve problems and manage daily tasks in a courteous, calm, confidential, and professional manner.
- Proficient in Microsoft Office programs, including Word and Publisher
- Experience with social media and website content management.
- Good writing ability.
- Able to work independently with limited supervision.
- Committed to continuous learning of skills and techniques

Supervision

- Supervised daily by the Eldership.

Service Hours—20 hours per week

- 10:00 a.m. to 2:00pm, Monday through Friday.

Pay Range & Benefits

- \$25,000 - \$30,000 annually
- All Federal Holidays off
- In light of the part-time position, applicants must have their own health insurance
- First year, 2 weeks' vacation

Application

- Please contact Elders Bryant, Davis, or Sanders via telephone or text to express your interest in the stewardship.
- The Eldership will set an appointment for you to meet with them to interview/discuss your interest and credentials. The Elders will make the final decision regarding who will fill the vacancy.
- The Elders welcome your interest in this stewardship now through April 30th, Lord willing.
- The finalist will receive training in the office from May 18th through May 29th with a start date of Monday, June 1st, 2026.

Elders Contact Information

- Elder Johnny Bryant, 904-699-5993
- Elder Bill Davis, 904-305-0224
- Elder Acie Sanders, 904-314-7962