



Office and Communications Manager Job Description

PURPOSE:

Provide managerial support to Colorado Baptists' Network Office and Communications Strategy.

REPORTING RELATIONSHIPS:

Reports to the Director of Convention Strategies

Supports The CBGC Executive Leadership Team

Cooperates with CGBC Staff, Baptist Foundation Staff, SBC Churches and SBC Entities

RESPONSIBILITIES:

FACILITY SUPPORT

- Serve as a Point of Contact for Bradford Building Tenants, Vendors and Contractors
- Maintain a Facility Use Calendar
- Organize Repairs and Maintenance

FINANCIAL PROCESSES

- Make Weekly Deposits
- Process Invoices, Reimbursements, and Grant Requests
- Track Bradford Building Tenant Lease Payments
- Maintain Knowledge of Office Expenses
- Identify Ways to Improve Process and Reduce Expenses
- Assist with Expense Evaluations and Requests for Pricing Agreements (RFP's)

COMMUNICATIONS INTERNAL (OFFICE)

- Serve as First Contact for Incoming Communications (phone, email, snail mail)
- Ensure all Incoming Communications Receive an Appropriate Response
- Develop and Manage Outgoing Communications (phone, email, snail mail)
- Initiate and Maintain Open Lines of Communications with Supervisors
- Ensure Seamless Lines of Information Between Office and Regional Field Staff

COMMUNICATIONS EXTERNAL (NETWORK)

- Ensure the Excellence and Effectiveness of all External Communications (email, social, web, video)
- Manage our Brand for Quality of Presentation, Clarity of Message, and Alignment of Values
- Manage and Maintain Our Communications Pipeline/Calendar (email, blog, social feeds, web, video)
- Collaborate with the CBGC Staff in Developing Our Communications Strategy
- Collaborate with the CBGC Staff to Assist in Developing Content
- Coordinate with our Web, Design, and Video Consultants for Content Creation, Direction and Delivery

MEETING/EVENT LOGISTICS

- Coordinate Meeting Logistics for all Staff, Regional Directors, and Executive Board Meetings
- Assist with Event Planning

OFFICE MANAGEMENT

- Provide Administrative Support for the Executive Director
- Provide Administrative Support for the Director of Convention Strategies
- Maintain Accurate Office Records and Filing Systems. Prioritizing Digital over Paper
- Ensure Consistent and Accurate Database Management
- Ensure Alignment with CBGC Policy and Procedures

- Ensure Necessary Office, Business, Meeting and Church Reports are Presented and Filed
- Manage Resources (resource library, block party trailer)
- Manage and Order Supplies (Office, Hospitality and Janitorial Supplies)
- Provide and/or Coordinate Assistance Needed by Our Churches, Associations, Committees, Boards, State Partners, and National Entities
- Manage or Assist with other duties as assigned by the Executive Leadership Team

Candidate Profile

MOTIVATION

You will enjoy this role if you get excited about providing the administrative support needed to assist churches and leaders in partnering to reach everyone in every community in Colorado with the gospel.

QUALIFICATIONS

Member of a Colorado Baptist General Convention Church
 5 years of experience in a similar role
 Able to keep Office Hours on location in Littleton, Mon-Thurs 7:00am-5:00pm
 BA in Business or Communications preferred but not required

ESSENTIAL SKILLS

Excellent Organizational Skills
 High Emotional Intelligence
 Tech, Savvy and a Quick Study
 Can Manage Multiple Projects and Details Effectively
 Proficient in MS Office Software
 Working Knowledge of Ministry and Church Leadership
 Excellent Verbal and Written Communication Skills
 Basic Accounting Skills
 Desktop Publishing and Design
 Content Creation Experience
 Communications Background or Experience
 Website and/or Video Editing Skills is a Plus
 Understand of 501c3 Organization and Compliance is a Plus

CHARATER QUALITIES

Christ-Like
 Kind and Positive
 Servant Hearted
 Collaborative
 Proactive
 Solution Oriented
 Discerning
 Flexible

COMPENSATION

\$60,000 - \$70,000
 Plus Health, Retirement and PTO

Email your Cover Letter and Resume to rackerman@coloradobaptists.org to apply.