



CHAPEL HILL
BIBLE CHURCH

Employment Opportunity

OFFICE MANAGER (FULL-TIME)

OVERVIEW

Our mission at Chapel Hill Bible Church is *to equip our church as a community to reach the Triangle and beyond with the message of Jesus*. Ministry Operations team members are crucial to accomplishing this through ensuring quality and efficiency in our daily operations. Our Administrative Team, led by the Office Manager, provides clerical, organizational, planning, technical, research, and information management support to the staff and ministries of CHBC. Our Ministry Operations staff members are fun, dynamic, and dedicated to glorifying God through the details!

THE OFFICE MANAGER IS RESPONSIBLE FOR:

- Providing supervision and leadership for the Administrative Team:
 - Lead weekly Administrative Team meetings and facilitate synergistic efforts to improve efficiency of all supported ministry areas and staff
 - Regularly communicate with team members to create a quality work environment and assess and implement changes needed to promote team and ministry well-being
 - Conduct yearly performance reviews and assist in the development of objectives and professional skills for supervised employees
 - Provide oversight for PCO Resources reservations processes
- As needed, performing high-level administrative work, modeling excellence for other Administrative Team members
- Project managing departmental and church-wide projects
- Maintaining congregational and ministerial confidence and protecting operations by keeping information confidential
- Keeping up professional and technical knowledge by attending educational workshops and reviewing professional publications

SKILLS & CHARACTERISTICS

- Growing relationship with Jesus Christ; understanding of the centrality of the gospel and commitment to the purpose and mission of the local church as understood by CHBC; membership at CHBC (existing or first available membership class upon employment) is required



260 Erwin Road
Chapel Hill, NC 27514



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- Ability to supervise administrative staff, including assigning projects and areas of responsibility, delegating tasks, coaching and training in skills, knowledge, and attitude, evaluating performance and outcomes
- Previous experience in office management, administration, or a related role. 3+ years of people management experience strongly preferred
- Familiarity with church operations, practices, and terminology preferred
- Computer proficiency, including MS Office suite, Google Workspace (Gmail, Calendar, Docs, Sheets), and macOS software (iWork suite)
- Ability to master web-based systems used at CHBC, including Basecamp, Planning Center Online, Google Drive, and web-authorizing software
- A proactive learner and self-developer
- High attention to detail and ability to effectively prioritize deadlines for multiple projects and people
- An appropriate sense of urgency for tasks, projects, and outcomes
- Ability to solve problems and serve others wisely without prompting
- High tolerance for interruptions and unscheduled interactions
- Friendly, outgoing, helpful attitude that represents CHBC, our staff well
- A team player with the ability to collaborate effectively and establish positive working relationships with staff, volunteers, and members of the congregation
- Professional, mature, and flexible work style
- Ability to deal sensitively with confidential information
- Good work habits including punctuality, proactivity, good judgment and decision-making, detail-oriented accuracy, follow through, organization, time management, and deadline management
- Excellent English grammar and written expression
- Bachelor's degree preferred; advanced degree and/or relevant certifications, including Project Management Professional (PMP) a plus
- Familiarity with Entrepreneurial Operating System (*Traction* book) a plus

EXPECTED HOURS

Full-Time: Monday through Friday, infrequent night/weekend meetings

TO APPLY

Please [apply online](#).