



First Baptist Church

AMES

Position Available Church Office Manager

First Baptist Church of Ames is seeking a part-time Office Manager to staff our church office. The position is for 10-12 hours/week. There is some flexibility in setting the regular office hours.

Responsibilities include serving as receptionist for visitors to the building, answering phone calls and email, preparation and printing of weekly bulletins and the monthly newsletter, scheduling building use, overseeing parking lot rental, providing secretarial assistance to staff, and other clerical duties. Depending on skills and experience, the position may include website maintenance, video editing, and other technical functions.

We are a warm and friendly congregation, and we are looking for someone who projects a positive image for our church. The Office Manager needs to be flexible, resourceful, professional, organized, and able to keep confidentiality. Applicants should have excellent writing, computer, and communication skills. Experience with applications such as Word, Publisher, PowerPoint, Excel, Mailchimp, Canva, and simple video editing is desirable. The Office Manager works as part of a ministry team.

Compensation is commensurate with experience. Benefits include paid holidays, vacation and leave days.

To apply, send a letter of application and résumé along with three references to Rev. Dr. David Russell, pastor, at dave@fbcomes.org. If you have questions, you may contact Dr. Russell at the same email address.

Applications will be reviewed after December 3 and will continue to be accepted until the position is filled.