



North Carolina Council of Churches

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Immediate Position Opening: Office Manager
May 3, 2021

40 hr/wk; 3 weeks paid vacation; paid sick leave
3-month probation period
Retirement benefits available when probation period concludes
Salary commensurate with experience

COUNCIL DESCRIPTION

With more than eight decades of progressive activism, the North Carolina Council of Churches remains the leading faith voice for justice advocacy in North Carolina. We are particularly concerned about issues related to racial equity, universal health care, the environment, fair wages, gun violence prevention, and voting rights.

JOB DESCRIPTION

The qualified candidate will join a dynamic team of social justice change agents who can't do their work without you. You will play an essential role in ensuring that all office administrative functions are coordinated to achieve a high level of productivity for the Council's programs. In order to be successful in this position you should be detail-oriented, self-motivated, and have excellent written and verbal communication skills with the ability to prioritize tasks. Proficiency in Microsoft office is essential and knowledge of Powerbase is helpful. You must be willing to work some evenings and weekends.

Typical responsibilities will include:

- Coordinate activities throughout the Council to ensure efficiency.
- Manage emails, letters, packages, phone calls and other forms of correspondence in order to keep operations running smoothly.
- Overseeing the maintenance of office facilities and equipment.
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures.
- Manage events, including registration, site procurement, food, supplies, and event support.
- Update web page and social media presence.
- Record financial contributions to the Council, deposit funds, and prepare acknowledgement letters.
- Coordinate IT maintenance and improvement projects.
- Manage database, including recording financial information, personal contacts, and other necessary data.
- Submit reports and prepare documents as needed.
- Assist colleagues whenever there is an opportunity to do so, particularly the Development Director, Finance and Administrative Director, and Executive Director.

To apply, send a cover letter, resume, and professional references as a single PDF file that has your name in its title, and “Office Manager” in the subject line to jobs@ncchurches.org. This position is open immediately and will be filled as soon as possible.

The Council is an equal opportunity employer. People of color and individuals from diverse backgrounds are encouraged to apply. The Council does not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, gender, gender identity, sexual orientation, age, or disability.