

American Baptist Churches of Connecticut  
Part time - Office Administrative Manager  
Position Description

**Required Skills**

1. Personable/Relational/Energetic (The gift of Hospitality).
2. Comfortable with Technology and learning new technology.
  - Word Press
  - CIVICRM (Database)
  - Microsoft Office Suit
  - ABCIS (American Baptist Church Information System)
  - Zoom and or other virtual meeting platforms
  - Doodle
3. Budget Management skills.
4. Detail oriented.
5. Highly proficient writing and editorial skills.

**Job Overview**

The Office Administrative Manager is a key member of the ABCCONN staff who works primarily in conjunction with the Executive Minister, but also has responsibilities to support the Board of Managers, specifically the President, Vice President, and program Chairs of individual departments that sit on the Board of Managers. The successful applicant will have an aptitude for empathic engagement with people of various backgrounds. A knowledge of the history and activity of ABCCONN is desired, but not required. This position will be evaluated yearly and abide by all the expectation found in the ABCCONN Personnel Handbook. This job will be part-time (Non-exempt) 25 hours a week.

**Initial Responsibilities**

1. Working with the Executive Minister
  - Collaborates with all staff so as to ensure synergistic outcomes.
  - Work towards achieving the ABCCONN Vision and Mission.
  - Event planning (Board of Managers; Executive Committee; Program Departments; Annual Meeting)
  - Principal administrator of ABCIS (American Baptist Church Information System)
  - Main editor of all outgoing production for camp; weekly e-news; and quarterly letters (Friends of ABCCONN letter and Regional Newsletter).
  - Collaboration with ABCCONN Web Master.

2. Health Resources Administrator

- Billing and Accounts receivable.

3. Works with the ABCCONN Treasurer and book keeper to keep accurate records of income and expenditures.

4. Maintains permanent files, minutes and records.

5. Maintains and keeps ABCCONN database up to date.

6. Maintains Terms of Office for the Board of Managers.

7. Maintains ABCCONN Calendar.

8. Other items as deemed necessary found in the office Administrator's handbook