

COVENANT BAPTIST UNITED CHURCH OF CHRIST

Washington, DC

Vacancy Announcement: Part-Time Church Administrator

Hours: Approximately 20–25 hours per week
Compensation: Commensurate with experience

Reports To: Senior Pastor

POSITION OVERVIEW

Covenant Baptist United Church of Christ, a historically Open and Affirming congregation of majority African American and Hispanic people of faith, is seeking a dedicated and organized Church Administrator to support the daily operations and ministry functions of our vibrant and justice-centered congregation.

The Church Administrator serves as the hub of communication and administration within the church, ensuring efficient office management, coordination among staff, officers and ministries, and responsive pastoral support to members and visitors.

KEY RESPONSIBILITIES

-Provide administrative and clerical support to the Pastor.
-Manage church communications, including phone, email, website updates, and social media postings.
-Oversee the church office calendar, facility use scheduling, and coordination of church events.
-Manage correspondence and maintain organized digital and paper filing systems.

-Maintain accurate membership records in collaboration with the Diaconate ministry.
-Order and track office supplies and equipment maintenance needs.
-Prepare and distribute necessary bulletins, announcements, or newsletters.
-Support preparation for worship services, meetings, and special events.
-Ensure confidentiality and professionalism in all administrative matters.

QUALIFICATIONS

-Minimum of 3 years administrative or office management experience (church or nonprofit -experience preferred).
-Strong organizational and communication skills.
-Working knowledge of Microsoft Office Suite; familiarity with databases or church management software a plus.
-Ability to work independently and manage multiple priorities.
-Commitment to the mission and values of Covenant Baptist United Church of Christ, including social justice, inclusivity, and pastoral care.

APPLICATION PROCESS

Interested applicants should submit the following by **June 29**:

1. Cover letter describing your interest in the position
2. Current résumé
3. Contact information for two professional references

Please send materials to: *wyoung@covenantdc.org*

ABOUT US

Find more information on our website, www.cbuccdc.org.

