Church Office Administrator

Vinton Baptist Church is seeking a personable, organized, and dependable individual to serve as our full time Office Administrator. This position serves as the welcoming face of the church and provides a warm, helpful, and professional first point of contact for members, visitors, volunteers, and community partners. It plays an important role in the daily ministry and operations of our church.

Responsibilities include managing the church office, greeting and assisting visitors and answering phones, preparing weekly bulletins and newsletters, coordinating church communications and calendars, scheduling facility use and special events, maintaining membership and contribution records, and providing administrative support to the ministerial staff.

The ideal candidate will possess a welcoming demeanor; strong organizational and communication skills; the ability to multitask; excellent attention to detail; proficiency with computers and office technology, including desktop publishing software; and the ability to manage multiple responsibilities with professionalism and discretion. Previous administrative or office experience is preferred. Experience in church or nonprofit administration is helpful but not required.

Full time, 35 hours per week
Pay: $20+ per hour, based on experience
Benefits included

Vinton Baptist Church is located in Vinton, Virginia, and serves the greater Roanoke Valley. Interested applicants should submit a résumé and cover letter to kim@vintonbaptistchurch.org for consideration.

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