

Church Office Manager/Administrator

Huguenot Road Baptist Church, located at 10525 W. Huguenot Road, Richmond, Virginia is seeking a qualified individual to fill the position of Office Manager/Administrator.

The general responsibilities of this position include but are not limited to organizing information, managing team logistics, communicating information relating to the church calendar and building usage, maintaining the congregation database, updating the church Wordpress website, and working toward keeping the day-to-day operations at HRBC organized and clear. Working knowledge of Microsoft Office Suite is essential (Word, Excel, PowerPoint). This position supports and reports to the Senior Pastor.

Benefits and compensation are commensurate with experience. If interested, please email swlynch544@aol.com.