

Part-Time Church Office Manager

Location: Gayton Baptist Church, Richmond, VA

Hours: 25 hours/week | Schedule: Monday–Thursday, 9:00am-3:00pm

Compensation: Starting at \$20/hr, commensurate with experience

Gayton Baptist Church is seeking a reliable, friendly, and detail-oriented Office Manager to help with the day-to-day administrative functions of our church. This part-time role is essential to keeping our ministry organized, welcoming, and running smoothly.

Key Responsibilities:

- Manage daily office operations and serve as the first point of contact with visitors and callers
- Maintain correspondence, member records, and church database
- Assist with church calendar
- Assist with communications (bulletins, newsletters, website updates, social media)
- Support staff, volunteers, and ministry teams
- Coordinate supplies for office, kitchen, cafe
- Coordinate volunteers and coverage during office hours
- Develop and lead staff events

Qualifications:

- Strong organizational and communication skills
- Proficiency with Google Suite and normal office software
- Friendly, welcoming demeanor and team spirit
- Ability to maintain confidentiality and manage multiple tasks
- Experience in an office or church setting (preferred but not required)
- A commitment to the vision and spiritual life of the congregation

To Apply:

Please send your resume and a brief cover letter to Office@Gayton.Church