

Office Manager

Description

Brief position description: The Church Office Manager provides administrative leadership and organizational support to ensure the smooth and effective operation of the church office. This position plays a key role in managing the day-to-day administrative tasks, coordinating communication among staff and ministries, and maintaining a welcoming and professional environment for church members, vendors, and visitors.

Responsibilities

See Attached – [Office Manager November 2025](#)

Hiring organization

First Baptist Church of Chesterfield

Employment Type

Full-time

Industry

Church

Job Location

17103 Wild Horse Creek Road,
63005, Chesterfield, MO

Date posted

November 20, 2025

Valid through

31.12.2025