# 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