



GREENWOOD
BAPTIST CHURCH
BROOKLYN, NEW YORK

Church Office Administrator Job Posting

Position: Church Office Administrator

Purpose: To manage Greenwood's office, direct its internal and external communications, and oversee the use of its facilities, both by the church and by outside groups.

Hours: 20 hours per week

Greenwood Baptist Church is an historic church located in Park Slope, Brooklyn. Greenwood is a diverse, caring community committed to Jesus' teachings on social justice and personal rebirth. We are a multi-ethnic, multi-generational worshipping family that welcomes all of God's children to our fellowship. Greenwood is a vibrant, growing church that, in addition to its weekly internal programming, hosts dozens of support groups, children's camps and community organizations in our space.

Greenwood is seeking a part-time church office administrator to coordinate our operations and communications. This person will prioritize administration of church activities, internal and external communications, office management, and oversight of facility usage. Greenwood seeks a person of vibrant faith and excellent interpersonal skills who, in addition to managing the operations of the church, can work well with a diverse group of people and help create a welcoming atmosphere in our church home. To be considered for this position, please submit a resume and cover letter to gbofficesearch@gmail.com explaining why you feel called to this role. We sincerely thank you for your interest.