**Senior Level Church Office Manager**

**Position Available Immediately**

We are offering a 30-hour Monday through Friday work week, with a starting salary of $20.00 per hour, paid time off, tuition reimbursement, employee development plan.

**Desired Qualifications and Proficiencies Include:**

* Supervise and delegate work to office staff member(s)
* Proficient in Microsoft Office Suite 365
* Proficient in data entry, internet, and website maintenance

**Please submit your resume to**:

Fairfield Glade Community Church

Attention: Office Manager

521 Snead Dr

Crossville, TN 38558

Phone: 931-484-7412

Email: ffgcomchurch@ffgcomchurch.org

Website: ffgcomchurch.org