

Oak Grove Baptist Church
Administrative Office Assistant

Assist in the day-to-day functions of the church including but not limited to: answering phone, data entry, posting information to social media platforms, updating church website, processing mail, update weekly bulletin and monthly newsletter. Maintains office supplies. Must be committed to the church's mission and message. Must exercise exceptional judgement in dealing with technology including knowledge of Microsoft Office Suite. No phone calls please. Mail resume to:

Oak Grove Baptist Church
396 Oak Grove Road
Gray, TN 37615