

Clover Road Christian Church – Office Administrator

Location

785 Clover Rd, Hannibal, MO 63401

Hours

Part-time (approximately 30 hours per week)

Start Date

November 1, 2025

About the Role

Clover Road Christian Church is seeking a dedicated Office Administrator to coordinate daily operations and support our ministry team. This role ensures smooth communication, organization, and administration to help lead people to love and follow Jesus.

Responsibilities

- Manage church office operations, supplies, and communications.
- Support the Lead Minister, Elders, and ministry staff.
- Prepare weekly bulletins and newsletters.
- Coordinate the church calendar and events.
- Greet and assist visitors and members.
- Assist with financial reporting and recordkeeping.

Qualifications

- Active member or regular attender preferred.
- Strong organizational and communication skills.
- Proficient in Microsoft Office, Adobe, and databases.
- Experience in administration or bookkeeping preferred.
- Friendly, professional, and service-oriented.
- Must complete a statement of faith and conflict-of-interest form.

Accountability

Reports to the Lead Minister; works with the Treasurer, Elders, and staff.

For more information, please contact an Elder of Clover Road Christian Church.