

Employment Opportunities

Treasurer/CFO, Associate General Secretary for Finance. American Baptist Churches USA is in a search process for the person who will be its next Treasurer/CFO, Associate General Secretary. This is a full-time position located at the Mission Center in Valley Forge, Pa. Candidates are encouraged to apply who have an extensive background in various financial activities either in a non-profit or corporate environment and who would embrace the opportunity to use their professional financial skills to serve God in this aspect of Christ's work in the denomination. To apply send a cover letter, resume and the name/address and phone numbers of three professional references to jobs@abc-usa.org by **February 19**. Click [here](#) to view the job description.

Office Manager

National Baptist Memorial Church in Washington, D.C., is looking for an Office Manager. The Office Manager shall be primarily responsible for church office administrative and managerial duties. Click [here](#) for a complete job description. Resumes should be sent via email to minkjones@msn.com, or fax, 202.265.8889. In the subject line or on fax cover sheet write "Attn: Church Office." No phone calls please.

Director of Preschool

Vienna Baptist Church is seeking an experienced director for its half day inclusive preschool. For further details of this full time position please go to www.vbc-va.org and click on children's center for position description and the search team email address.

Part-time Church Secretary

Forest Heights Baptist Church is seeking a dependable self motivated part-time church secretary to answer phones, prepare bulletins and newsletter. 20 hours (4 days) a week. Basic Microsoft office experience needed. Interested applicants should e-mail resume to fjprather@verizon.net or fax resume to (301) 839-1721.