



# WE'RE HIRING

## OFFICE MANAGER

**PROVIDENCE PRESBYTERIAN CHURCH**  
**9019 LITTLE RIVER TURNPIKE**  
**FAIRFAX, VA 22031**

### REQUIREMENTS

- Comfortable with computing software: Office, Constant Contact, WordPress, and others
- Proficient in both oral and written communication
- Able to balance multiple ongoing processes
- Pass and abide by our child protection policy
- Ability to work as part of a staff

### DETAILS

- 28-30 hours per week
- up to \$28/hour depending on skillset
- This position oversees the church calendar, communications, records, and weekly worship bulletin
- Full position description available upon request

For more information or to submit a résumé,  
please contact Rev. Matt Baker  
[revmatt@providencechurch.org](mailto:revmatt@providencechurch.org)  
(703) 978-3934 ext. 1003

