

There are two jobs available at Calvary UMC (512 West Blvd). If anyone looks for work opportunities, please send your resume to the church at calumc@bellsouth.net or jlee@wnccumc.net. Thanks!

Job Title: Administrative Assistant

Summary:

Handles day to day administrative duties for church, such as, answering emails, phone calls, printing bulletins for service and other task as assigned.

Essential Duties and Responsibilities:

Hours are 9 am to 1 pm Tues. - Thur.: 12 hours per week

- Answer phones and receive messages
- Computer skills, Organization skills, Communication skills
- Check Emails for church related issues and announcements
- Prepare Church Bulletin each week and print usually on Thursdays
- Printing of Bulletin (either at the desk or in the Print Shop)
- Prepare Newsletter (The Current) at the end of each month
- Print and Mail (Newsletter will be available on the first Sunday of the month).
- Check mail each day and distribute. Any bills to be paid go in the accountant's file cabinet in her office.
- Remember all information you receive is confidential
- Perform other duties as assigned

Required Skills:

- Oral and written communication skills
- Computer skills – Outlook, Microsoft Office
- Organizational skills

Salary: To be decided at the time of interview.

Job Title: MUSIC DIRECTOR & PIANIST

Summary:

Prepare music for church service(s) and play the music.

Essential Duties and Responsibilities:

Hours will be determined by the time decided for choir rehearsal and Sundays usually 10 am – 12 (noon): About 6 hours per week

- Prepare music for each week's worship services
- Choose hymns for each Sunday (unless completed by the Pastor)
- Choose and rehearse Anthem for Sunday worship service
- Prepare music for future Sundays and rehearse
- Attend and lead rehearsals
- Be present on Sundays to execute your duties
- Work with Pastor on Future Projects for the Church
- Prepare music for any special programs put on by Church
- Some special worship services such as Ash Wednesday, Holy Thursday, Christmas Eve, Funerals, etc.
- Perform other duties as assigned

Required Skills:

- Leadership skills (choir)
- Musical background (Piano, Traditional and Modern Music)
- Additional – Voice and Organ
- Punctual

SALARY: To be decided at the time of interview.