

CALVARY UMC JOB OPENING

Job Title: Office Administrator

Summary:

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

Essential Duties and Responsibilities:

Hours are 9 am to 1 pm Tuesday & Thursday, and 10am to 12pm Sunday. Unless otherwise established, hours are 10 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 make copies of the Current that will be available on the first Sunday of the month
- Check mails on Tuesday and Thursday and distribute. Any bills to be paid go in the accountant’s file cabinet in her office
- All information received is confidential
- Assist with the live-streaming during Sunday service. (Training will be provided)
- Perform other duties as assigned

Required Skills:

- Oral and written communication skills especially use of correct grammar and letters typed in correct business format
- Computer skills & Organizational skills

Salary: \$15 per hour (Working hour may be flexible: 8 to 12 hours.)

Application for Interview: Please send your resume to Mike Pressley at stretcher.pressley@gmail.com.