

## **Job Posting: Part-time Church Administrator**

*(Otherwise known as the "Church Office Race Car Driver")*

**Location:** New Salem United Methodist Church  
P.O. Box 303, Randleman, North Carolina 27317

**Reports to:** Pastor, SPRC Committee

**Job Summary:** Are you the type of person who is a self-starter? A person who is creative and likes to contribute to making things better, not only in the workplace but also for the people they are working with and for? Do you like not having to deal with heavy amounts of traffic and enjoy working in a medium-paced working environment? Do you require flexibility with your work schedule and need to work part-time? If your answer to any of the above listed questions piques your interest, then you might just be the type of person we are looking for.

The Church Administrator holds responsibility for all administrative office duties associated with New Salem UMC. Some of the duties for this 16-hour a week job includes, but is not limited to, the following tasks:

- Corresponding with church members and outside contacts through letters, email, phone calls, voicemail systems, church Newsletter, etc.
- Maintaining church filing systems, computer files and church website.
- Maintain church membership records and members Birthday/Anniversary lists
- Preparation of Worship Computer Presentations and Bulletins.

### **Job Requirements:**

- Advanced proficiency with Microsoft Word, Excel, Powerpoint and Publisher. Additional proficiency with Access, WordPress, Mediashout, YouTube Studion, etc. would also be a plus.
- Experience with basic Financial Bookkeeping programs such as QuickBooks and others would be a benefit.
- Strong organizational and communication skills.

**General Information:** The Church Administrator works with the daily supervision of the Church Pastor and in conjunction with the Staff Parish Relations Committee. The job requires working 50-weeks per year and provides two weeks of flexible vacation time. New Salem Church is a medium sized church located a couple of miles north of the City of Randleman. Interested candidates are welcome to respond with a cover letter and resume to either our above listed mailing address or to our church email: [newsalemumc@northstate.net](mailto:newsalemumc@northstate.net).

Please send all replies to the attention of Pastor Johnny Lord.