

The Office Administrator serves in a part-time capacity to support the work of the entire congregation working through the church staff. This individual also serves the church through gifts and graces of administration in the operations of the local church that fulfills Aldersgate United Methodist Church's mission and values.

Responsibilities include: receive visitors and church members with warmth and hospitality when they visit or call the church office by offering assistance or directing them to appropriate staff members; assist the Facilities Manager with arrangements pertaining to the rental of any church facility; serve as the primary administrative support to clergy and laity in matters relating to all committees and church council; use the Canva application to produce, edit, oversee and distribute church communications; maintain office supply inventory; update attendance and membership records; attend and provide support for staff meetings twice a month; other responsibilities as designated by the clergy or the Staff-Parish Relations Committee.

The ideal individual should be a goal-oriented person who possesses the following traits: maturity, organization, self-starter capabilities, a warm and friendly personality, strong written and verbal communication skills, motivation, strong administrative and computer skills, and the ability to meet deadlines.

Job Type: Part-time

Schedule: Day shift, Monday through Thursday

Work Location: Aldersgate UMC, Shelby NC

If you are interested in this position, please send your resume to sprc@aldersgateshelby.com