

Jones Memorial United Methodist Church

East Ridge, Tennessee, United States

Categories: Administration Specialist

Denominations: United Methodist

Job Type: Part-Time

Position Title: Administration Specialist

Reports To: Pastor

Description

Jones Memorial United Methodist Church in East Ridge, TN is seeking an experienced administration specialist. This is a 15-20 hour/week position. The administration specialist serves as the church's first point of contact with church members and the public. We are looking for a motivated self-starter with a professional demeanor, who possess a positive attitude and has excellent verbal, written, and interpersonal communication skills. He or she must be able to remain productive with minimal supervision, and be able to work as part of a team. He or she must have experience with the Windows operating system and be proficient with Microsoft Office and Publisher. Experience with Shepherd's Staff church management software is a plus.

Responsibilities

The duties of the administration specialist include, but are not limited to:

- Effectively communicate with staff, congregation members and service technicians to conduct the business of the church
- Collect and distribute all incoming mail
- Coordinate purchasing of all office supplies
- Maintain the church marquee sign
- Receive and process reservations for Wednesday Night Meal
- Answering incoming phone calls and assist callers or direct to the appropriate staff
- Keep church membership database up to date and accurate
- Take reservation requests for church facilities and make sure reservations are recorded to avoid scheduling conflicts
- Prepare and print bulletins for all worship services and special events
- Prepare and post weekly newsletter to social media
- Attend weekly staff meeting, take notes, follow up with staff members and assist with clerical duties as needed.
- Create letter, flyers, or other printed or electronic communications for special events
- Create and send church wide email announcements and prayer requests
- Perform other duties as assigned by the Pastor

Please send all resumes and inquires to jmumcspr@gmail.com

Or mail to: SPR, Jones Memorial United Methodist,
4131 Ringgold Rd, Chattanooga, Tn 37412