

Signal Crest UMC is seeking a Church Administrator. This is a full time, on site position working Monday through Friday. Job duties will include:

Manage all church communications and marketing, including print, email, website, and social media

Manage volunteer needs and oversee use of church facilities

Arrange for and communicate with contracted service providers for various functions

Administrative duties including but not limited maintaining church calendar, tracking attendance, processing mail and monetary receipts, maintaining inventory of supplies, maintaining church records, and drafting reports

Visit <http://www.signalcrestumc.org/173/job-opportunities> for more information and the full job description.

To apply, send a cover letter and a resume to deerecindy38@gmail.com by November 20th.