

St. Andrews United Methodist Church is seeking a Part Time Communications Administrative Assistant

Talents & Abilities needed

- Knowledge of software for publishing and word processing
- Knowledge of web-based project management software tools
- Graphic design
- Projects
- Conceptualize long range goals for marketing and advertising

Communication tasks needed

- Review project requests, follow-up, communicate details with pastor and staff
- Meet with ministries to develop and execute communication plans
- Assure project timeline and expectations are communicated clearly and agreed upon
- Identify, recommend, and implement improvements to processes
- Coordinate and help successfully execute St. Andrew's communication plans, processes, and projects
- Maintain and edit content on the St. Andrews website, and social media channels, including designing and editing the bulletin and its content.
- Maintain meeting calendar and notify committees of meeting dates and times

General administrative tasks

- Provide administrative support to the Pastor
- Open & close office
- Perform receptionist duties, receive and greet people, answer phones, screen and direct calls, provide information to create a gracious atmosphere
- Take calls for routine and emergency maintenance of the building
- Handle the initial facility use request contacts for presentation to the Board of Trustees
- Attend committee meetings as needed
- Events/Forums/Newsletters
- Volunteer Schedules
- Vendor contract management
- Mail and
- other miscellaneous responsibilities

Education requirement

- High School diploma, College degree preferred
- Ministry experience in a local church or other large ministry venue preferred
- Graphic design experience

If interested, please email your resume and cover letter with salary requirements to sprc@saumcva.org

St. Andrews United Methodist Church

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