

Sudley United Methodist Church Office Manager

Are you called to be the hands and feet of Christ? We are seeking a part-time office manager for Sudley United Methodist Church. Candidates must have strong organizational skills with the ability to effectively communicate. The person will work closely with the Pastor, church staff, congregation, and the community. Digital communication and marketing background a plus.

Depending on experience and capabilities, this position will be 20 – 25 hours per week, Tuesday – Friday.

Qualifications:

- Be motivated and self-directed. The Office Manager will work with minimal supervision and must be able to creatively and quickly solve problems
- Highly computer proficient, organized, prompt, detail oriented, personable and professional in appearance and proficient in written and spoken communication.
- Proficient computer skills in Microsoft Office applications, WordPress or similar website template system. Must be willing to learn other software as needed.
- Knowledgeable in Adobe Suite including Photoshop, InDesign or Illustrator (not required, but preferred).

- Requires a high level of trust and confidentiality
- Must enjoy serving in a support role.
- Must be good at taking instructions and carrying them out promptly

Compensation is commensurate with experience

Years of Experience: 2+

Education Level: Bachelor's degree or equivalent professional experience

Send cover letter and resume to: sudleychurch@gmail.com

Sudley Church is also seeking a part-time Director of Outreach and Communication. Outreach will lead Sudley's print and digital outreach campaigns. This person will be proficient in Social Media and the professional use of: Facebook, Twitter, Instagram, Wordpress, as well as the creation and formatting of printed materials. This person will also be a strong writer and able to post content daily and create original content weekly.

Depending on experience, this position could be combined with the Office Manager position to create a full-time role. All are encourage to apply.