

Lansing Grace United Methodist Church

Office and Communications Administrator

Job Description & Summary:

Serve as office administrator to the church. Publish and oversee all digital and print communications from the church.

Job Responsibilities & Goals:

- Communicate in person, on the phone, by email or social-media; answering or referring inquiries
- Provide schedule of fees and services for use of the church and facilities
- Attend all appropriate meetings
- Prepare and create weekly communications
- Be responsible for print and digital materials for special events
- Maintain webpage and church social media
- Maintain church calendar
- Maintain records and statistics for Grace United Methodist Church
- Perform other duties as assigned

Expectations & Accountability:

Approximately 12-16 hours per week expected. This person will be accountable to the church pastor and Staff Parish Relations Committee.

Qualifications:

- Be people oriented and a team worker
- Have strong organizational skills, be detail oriented, and able to meet deadlines
- Have good verbal and written communication skills
- Able to use Microsoft Office and/or equivalent software and have web design experience
- Have design capabilities

To Apply: Email your resume to lgraceumc@gmail.com

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