

**Part-Time Office Administrator
Job Posting
Sherman United Methodist Church
2214 Ridge Avenue, Evanston, Illinois**

TITLE: Part-Time Church Office Administrator

REPORTS TO: The Senior Pastor

Position Overview: Sherman United Methodist Church is seeking a highly-organized part-time church office administrator who can oversee numerous church office operations. The office administrator will provide office management and administrative support to the senior pastor and church leaders. This is a part time 12-16 hour per week position at \$15 per hour.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Prepare church bulletins, reports and letters
- Maintain church calendar
- Answer phones and take messages
- Sort and distribute mail
- Order office supplies
- Provide other clerical/administrative tasks as assigned

QUALIFICATIONS AND REQUIREMENTS:

- A high school diploma or GED equivalent (college degree preferred)
- Able to pass a background check
- At least 3 years of clerical, administrative duties (faith-based experience a plus)
- Proficient in Microsoft Office applications
- Experience in social media management
- Excellent verbal and written communication skills
- Ability to maintain a strict level of confidentiality

How to Apply: Please send your resume, and cover letter indicating your interest to: pastor@shermanmethodist.net

Equal Opportunity Employer

Sherman United Methodist Church values diversity, inclusion and equity and is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, arrest record, or any other characteristic.