

EMPLOYMENT OPPORTUNITY



Administrative Coordinator

Trumansburg United Methodist Church
Corner of Main and South Streets
10-hours / per week / partially negotiable

The Trumansburg United Methodist Church (TUMC) has an opening for an **Administrative Coordinator**. Does that sound interesting to you? We are a friendly congregation of folks, committed to caring for each other and our community. This position supports our efforts to serve and make a difference in the world.

The Administrative Coordinator is the welcoming face of TUMC to our congregation, the community, and other organizations by offering friendly assistance during walk-in office hours while managing phone inquiries and preparing clear and relatable email communications. The position also involves assisting the pastor, as well as church leaders, in their weekly communications via bulletins, informational handouts, supply orders, recordkeeping, and photocopying.

What skills are required? We need someone proficient in Word, Excel, Outlook, and the Internet and the ability to learn our financial program, *Church Windows*. An inquisitive interest in learning about Constant Contact, our e-News service, and the TUMC website, would be great too.

This is a detail-oriented position that requires the ability to prioritize, to be able to complete weekly tasks along with maintaining concise files, assisting with financial recordkeeping, preparing and mailing notices for upcoming meetings, producing mailing labels, maintaining membership records, keeping the church calendar, submitting supply orders, troubleshooting photocopier alerts, plus the well-known "other duties as assigned." Many of these are strictly confidential.

If you enjoy problem-solving and meeting new people, and you think you would like more information about this opportunity, please visit our TUMC website for the full job description: www.trumansburgumc.org > Info Center > Employment Opportunity.

Are you interested?

Have you been wanting to make a difference?
Great! Please email your cover letter and resume to:

Peter Cooke, Chair, Staff/Pastor Parish Relations Committee
pcooke2@gmail.com

Review of applications will begin November 1, but applications will be accepted until the position is filled.