

Job Opening at A&M UMC

Position: Administrative Assistant

A&M United Methodist church is looking for an Administrative Assistant for the main church office. This position will be the main point of contact for information from the congregation and non-congregation members, work in a team environment with a hard-working staff, must be able to handle confidential information, be a strong communicator and listener, and must have basic computer skills and willing to learn new programs. This role assists in and produces communication materials such as worship bulletins, e-news list serves, emails, phone calls, and potentially social media and graphics. They will also assist with scheduling and appointment booking. An ideal candidate is a self-starter, self-sufficient, able to work with multiple personalities and varying situations in a professional manner, and can build positive relationships with all they encounter. The ideal candidate is also detail oriented, organized and willing to help execute the overall vision of the church.

To apply, please submit a resume and cover letter to jobs@am-umc.org as soon as possible.