

Asbury United Methodist Church

Church Office Administrator

Part-Time (25 Hours per Week)

Salary: Negotiable, Based on Qualifications and Experience

Position Summary

The Office Administrator serves as the welcoming face of Asbury United Methodist Church, providing administrative support to the pastor, staff, church leaders, congregation, and community while ensuring the efficient operation of the church office. Through excellent service, genuine hospitality, and effective communication, this position supports the mission of the church and contributes to the ministry of Kingdom building.

Responsibilities Include (but are not limited to):

- Manage the daily operations of the church office and provide a welcoming environment for members, visitors, and the community.
- Prepare weekly worship bulletins and post church announcements through print and electronic communications.
- Provide administrative support to the pastor, church staff, ministry leaders, and church committees.
- Maintain church calendars, membership records, and office files.
- Coordinate facility use and scheduling for church ministries, community groups, and special events.
- Order and maintain office supplies and ensure office equipment functions properly.
- Maintain confidentiality in all personnel, financial, and pastoral matters.
- Support the mission of Asbury United Methodist Church by providing excellent service, fostering hospitality, and contributing to the church's ministry of **Kingdom building**.
- Canva or other graphic software experience a plus.
- Managing all accounts payable and staff credit card security. Working with our accountant to get payments made.

Qualifications

- High school diploma required; additional education or administrative training preferred.
- At least three years of administrative or office experience.
- Excellent organizational, written, and verbal communication skills.
- Proficiency with Microsoft Office, Google Workspace, and office technology.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong interpersonal skills and the ability to work collaboratively with staff and volunteers.

How to Apply

Please submit a cover letter, résumé, and three professional references to Jerry Hutson at hutsonjd@att.net. Applications will be accepted until the position is filled.

Asbury United Methodist Church
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Learn more about our church at www.asburyabq.org