

Church Secretary Position
Columbus First United Methodist Church

The First United Methodist Church in Columbus is seeking a part-time Church Secretary to work Monday through Friday from 9:00 a.m. to 12:00 p.m. each day.

The ideal candidate must be respectful and a dedicated team player who contributes to a positive environment within the church.

Key Responsibilities:

Provides administrative support to the church. This role involves a wide range of clerical duties including providing support to the Pastor, preparing and distributing newsletters, bulletins and other church publications, maintaining the church Facebook page and website, answering incoming calls, answering emails, opening and distributing mail, maintaining accurate membership and attendance records, managing the church calendar, updating the church directory, cheerfully greeting all visitors, maintaining confidentiality at all times, ordering supplies, and more.

Qualifications:

- High school diploma or the equivalent in related work experience
- Proficient in Microsoft Office applications
- Possess excellent organization and interpersonal skills
- Must be able to work independently without supervision
- Must pass a criminal background check
- Must be able to speak and understand English – written and verbal
- Proficient in the use of office equipment, i.e. copier
- Good attention to detail skills
- Good written, oral and listening communication skills
- Must be a positive team player

To Apply:

Qualified candidates are encouraged to submit a resume and cover letter to sjhusky@industryinet.com or send to Sharlene Husky, Chair, SPRC Committee, Columbus FUMC, 1229 Milam Street, Columbus, TX 78934