

The United Church of Christ in Hummelstown is seeking a Church Office Administrator, working 16-20 hours per week Primary days in office will be Tuesday through Thursday. Duties and responsibilities include:

- Serving as the contact point for all church communications of and for the church
 - Consistently represent the church to the community and congregation
 - Sending and responding to correspondence and requests, both on paper and electronically
 - Collecting and sorting mail
 - Functioning as the initial contact person for the church's outreach assistance program
 - Coordination and maintaining all marketing materials, including social media and church website
- Organizing and management of the church office
 - Producing weekly bulletins and monthly newsletters, in conjunction with the pastor
 - Serving as liaison and contact person for repair technicians and other vendors to insure operations are executed smoothly
 - Purchasing and maintaining office and other supplies
 - Completing Accounts Payable work, including preparation of purchase orders
 - Helping prepare for special services throughout the Liturgical Year (Christmas Eve, Ash Wednesday, Good Friday, etc.)
- Supporting the church staff
 - Assist church leadership team
 - Preparation for faith formation materials as requested
 - Confidential and executive assistant for the Pastor, with assistance for special projects as assigned
 - Assist with monthly board meeting

Salary commensurate with experience.

Please send resume and cover letter to pastor@hummelstownucc.org. No telephone calls please.

The United Church of Christ of Hummelstown affirms that all persons are created in the image of God and so welcome the full inclusion of all persons in the communion, life, and ministries of this community of faith seekers. We celebrate and embrace diversity of faith journey, economic status, sexual orientation, gender identity, race, national origin, age, relationship status, physical or mental ability, and political affiliation. We proclaim this statement of inclusion – no matter who you are or where you are on life's journey, you are welcome here.