Vineville
UNITED METHODIST CHURCH

Church Publisher
Vineville United Methodist Church is seeking a creative and organized communications professional to serve as the information anchor of our church. In this vital role, you will manage publications, coordinate communication between staff and congregation members, and ensure that all media tasks are handled efficiently. Your positive attitude, attention to detail, exceptional organizational skills, and proficiency with office technology will help foster a welcoming and informative environment for visitors and members.

Primary Duties
- Design and publish various forms of media for church events, meetings, and services using Microsoft Office tools, ProPresenter, Canva, and Adobe products.
- Proofread and review documents for accuracy before distribution, ensuring clarity and professionalism in all communications.
- Coordinate communication through email correspondence, website, newsletters, and bulletins to keep the congregation informed while maintaining confidentiality as needed.
- Maintain office supplies inventory and manage procurement to ensure smooth daily operations.
- At times you will be the first point of contact by answering a multi-line phone system with professionalism and courtesy, providing excellent customer support and information.
- Provide Administrative Support for the Senior Pastor.

Experience
- Previous office experience in a church or similar organization preferred.
- Proficiency with computer skills including Microsoft Office (Word, Excel, PowerPoint), Canva, ProPresenter, Adobe products and data entry systems.
- Experience as administrative assistant a plus.

Compensation: Salary of $40,000, 401K and health insurance.

Work Location: This is a Monday-Friday, 8:30AM- 5:00PM in person position at 2045 Vineville Ave. in Macon, Georgia.

Send Resume and portfolio to Dr. Jimmy Asbell, Jr. at 2045 Vineville Ave. Macon, GA 31204 or email to jasbell@vinevillemethodist.org