

Job Opening: Edgehill UMC

Part Time Church Administrator

Edgehill UMC is seeking a part-time Office Administrator with a positive attitude, flexibility, and a collaborative, can-do spirit to oversee the church's day-to-day administrative operations. As a small but growing congregation, Edgehill UMC is looking for someone aligned with our values who can provide strong administrative support during this exciting season of growth. We are a progressive, justice-seeking congregation committed to welcoming all people. You can learn more about our church by visiting <https://www.edgehill.org/>.

Position Overview

The Church Administrator provides essential operational and administrative support to ensure the smooth day-to-day functioning of the church. This is a part-time role requiring strong organizational skills, attention to detail, the ability to work independently, and a servant-hearted approach to ministry.

Reports To: Senior Pastor

Direct Reports: Custodian

Key Responsibilities

Communications & Correspondence Monitor and respond to email, voicemail, and physical mail in a timely and professional manner. Draft and distribute a weekly congregation newsletter. Design, prepare, and print the weekly worship bulletin using canvas. Assists with large mail outs throughout the year.

Facilities & Vendor Coordination Serves as the primary point of contact for contractors, handymen, and other vendors. Coordinates routine matters with residents of Barnes House and McCray House (other properties on campus). Schedules inside and outside group events on church calendar and coordinates with groups as needed.

Staff Supervision & Support Supports the work of the Pastor and Director of Neighborhood Ministries. Provides guidance and direct oversight to church custodian, including tracking scheduled days off and ensuring adequate cleaning supplies are stocked and available.

Financial & Administrative Support Process bill payments as needed. Maintain accurate membership and contact records for the congregation. Purchase and manage office and facility supplies.

Other Duties as Assigned There are various other tasks that arise beyond the scope of this job description. Blessed are the flexible.

Qualifications

Strong written and verbal communication skills

Proficiency with basic office software (word processing, email, desktop publishing, canva, mailchimp)

Ability to manage multiple tasks independently with minimal supervision

Ability to problem solve and find solutions.

Trustworthy, discreet, mission-aligned, positive attitude, team player

Valid TN drivers license, reliable transportation

Ability to pass a drug screen and background check

Prior church or nonprofit administrative experience preferred

Bachelor's degree or higher preferred

Sunday involvement preferred

Hours Part-time - 15 hour/week. Tuesday, Wednesday, & Thursday from 9:30 - 2:30 or 10:00-3:00.

Pay \$20.00 - 22.50/hour

To apply: Send your resume, cover letter, and three references to jobs@edgehill.org. Make the subject line "Job Applicant: [Your Name]"