

## **Open Position: Arise Church (UMC) Administrative Assistant**

### **Background**

Arise Church is a United Methodist congregation located in Pinckney, MI (20 minutes northwest of Ann Arbor, MI). Our mission is “calling others to follow Jesus, participate in a welcoming community, and transform the world with Good News.” Arise Church was planted in 1996, and is proudly affiliated with the United Methodist Church.

Arise Church currently has 1 worship service (10:00am Sundays). Our current attendance is 55 in-person worshippers (on average) and many more watching online. We are excited about what God has in store for Arise Church in 2024. There’s a lot of momentum at Arise and we are looking for the right fit—an admin assistant who can support our efforts, work efficiently, and co-create a welcoming and hospitable environment.

### **Hours & Compensation**

10 hours per week (potential to grow into larger role). Compensation based on skill/experience.

### **Requirements**

- Excellent interpersonal skills
- Proven proficiency in computer skills (including Microsoft Office & Google products)
- Outstanding written and oral communication skills
- Minimum of high school diploma (or GED)

### **Responsibilities**

- Maintain a neat, organized, friendly, and welcoming church office environment.
- Answer telephones and receive visitors, when present. Check messages remotely when not.
- Create a bulletin for weekly worship services.
- Prepare and send needed documents and communications via email.
- Pick up, sort, and distribute internal and external mail.
- Maintain calendars (online, bulletin, and internal) for all meetings, events, and services.
- Order and maintain supplies in support of church office and ministries.
- Assist with maintaining website content (social media and graphic design ability is a plus!)

The administrative assistant reports to the pastor and the staff-parish relations chair.

Interested applicants should submit a resume to [pastorjonathan@arisechurch.org](mailto:pastorjonathan@arisechurch.org).

[www.arisechurch.org](http://www.arisechurch.org)