

Employment Opportunity

Job Title: *Front Office Assistant (Part-Time)*

Location: Epworth United Methodist Church, 5100 Karl Rd, Columbus, Ohio 43229

Schedule: Tuesday–Thursday, 10:00 a.m. – 2:00 p.m. (12 hours/week)

Hourly Rate: \$12.00 per hour

Position Reports To: The Pastor

Start Date: ASAP

Please submit resumes to: Mr. Gordon McNamee at gordonmcnamee@yahoo.com

Front Office Assistant Position Description

Position Summary:

We are seeking a dependable and welcoming individual to serve as the *Front Office Assistant*. This part-time position is responsible for managing the front office presence and providing direct support to the Pastor. The role requires strong communication skills, attention to detail, and a hospitable spirit to help foster a warm, organized, and responsive church environment.

Key Responsibilities:

- Greet and assist all visitors, ministry partners, and callers with warmth and professionalism
- Answer and direct incoming phone calls; take and relay messages accurately
- Check and respond to church voicemails and emails daily and throughout each shift
- Provide general support to the Pastor, including document preparation and schedule coordination
- Maintain the Church Directory, birthdays list, and church calendar using *Church Windows Software**
- Order special studies books, offering envelopes, and church supplies through Cokesbury (or other approved vendors)
- Perform general office tasks: copying, filing, sorting mail, data entry, and organizing supplies
- Assist with weekly bulletins, mailings, and printed communications
- Maintain a clean, welcoming, and organized front office area
- Ensure confidentiality and discretion with sensitive church matters

Qualifications:

- Friendly, reliable, and organized with excellent interpersonal skills
- Proficient in Microsoft Word, email, and basic office technology
- Experience with *Church Windows Software** or willingness to learn
- Ability to multitask, follow instructions, and manage time independently
- Familiarity with Cokesbury or other church vendors is a plus
- Prior office or church-related experience is helpful

Pre-Employment Requirements:

- Successful completion of a background check

Employment Opportunity

(Condensed Version – for Church Announcements)

Part-Time Front Office Assistant Needed

We are hiring a parttime *Front Office Assistant* to work three days per week (Tuesday–Thursday, 10:00 a.m.–2:00 p.m.).

This role supports the Pastor and helps manage the front office of the church.

Key Responsibilities:

- Greet guests, answer phones, check and sort mail
- Respond to emails during shift
- Maintain church calendar and member directory (*Church Windows Software*)
- Order supplies (books, offering envelopes via Cokesbury)
- Assist with mailings, communications and administrative tasks

12 hours/week | \$12/hr | Reports to the Pastor

Background check required

To apply or learn more, contact **Mr. Gordon McNamee** at gordonmcnamee@yahoo.com