

Make an Impact Supporting Clergy Benefits!

Position: Benefits and Clergy Appointment Coordinator

Location: West Ohio Conference, Worthington, Ohio

Reports to: Conference Benefits Officer and Director of Human Resources

Schedule: Full-time, 40 hours/week (8:30 a.m.–5:30 p.m., Mon–Fri)

Telework: Up to 32 hours/week after 3 months

FLSA: Non-Exempt

Why Join Us?

Be part of a mission-driven team that supports clergy and their families across six districts. In this role, you'll help ensure smooth benefit administration and appointment processes while making a meaningful difference in the lives of those who serve our communities.

What You'll Do

- Administer clergy benefits and manage appointment changes
- Maintain accurate records and CRM systems
- Serve as the first point of contact for inquiries and life-event support
- Assist with event planning and annual enrollment processes
- Process invoices and coordinate billing for health and pension programs

What We're Looking For

- Associate or bachelor's degree preferred (HR, Business, or related field)
- 2–3 years of experience in HR or benefits administration
- Proficiency in Excel, CRM systems, and web tools
- Strong organizational and communication skills
- Ability to maintain confidentiality and manage multiple priorities

Benefits We Offer

- Comprehensive Medical and Wellness Program
- Employer-Paid Welfare Program
- Retirement Program with 9% match after one year
- 11 Paid Holidays

- 5 PTO Days and 2 Weeks Vacation

Additional Details

- Telework flexibility after 3 months
- Collaborative, values-driven culture
- Travel: 15–20% (in-state and out-of-state)
- Physical Requirements: Ability to sit for extended periods, occasional lifting (up to 20 lbs.)

Ready to make a difference? Apply today!

- Send Cover Letter and Resume to: gwelch@wocumc.org
- For job description, click here: [Benefits and Clergy Appointment Coordinator Job Description](#)
- Application Window: Open Until Filled

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