

CHENEY UNITED METHODIST CHURCH

Position Description for Administrative & Communications Specialist

Cheney United Methodist Church is seeking applications for the Administrative & Communications Specialist Position. Available April 1st.

Interested candidates should submit a letter of interest and updated resume to Cheney United Methodist Church at CheneyUMC204@gmail.com.

Questions may be addressed to CheneyUMC204@gmail.com or 509-235-4600.

Position Overview

The Administrative & Communications Specialist is a vital part of the ministry of Cheney United Methodist Church, serving as the primary point of contact for the church office and supporting communication, organization, and hospitality. Through this work, the Administrative & Communications Specialist helps create a welcoming, well-organized, and mission-driven environment for all who connect with the church.

Position Details

- **Type:** Part-Time
- **Compensation:** \$18.00 per hour
- **Sick Leave:** 12 hours annually
- **Hours:** Approximately 7-9 hours per week
- **Current Schedule:** Tuesday–Thursday evenings (4:30–7:00 PM)
- **Flexibility:** Flexibility in scheduling the office hours may be possible depending on the candidate

Key Responsibilities

1. Administrative Support

- Ensure smooth and professional office operations
- Open and close the church office during scheduled hours
- Maintain office supplies and coordinate orders as needed
- Assist Trustees in maintaining a log of church keys
- Keep the office organized, tidy, and welcoming
- Maintain the church's digital master calendar, including building use
- Update and manage membership and contact information
- Maintain an organized digital filing system
- Process incoming mail and distribute appropriately
- Proofread and edit church documents

2. Worship & Ministry Support

- Prepare and print of weekly worship bulletins provided by the Pastor
- Support the creation and distribution of church newsletters
- Prepare and mail “At Home” bulletins for shut-ins
- Assist with the preparation of the Annual Report and year-end materials
- Communicate critical pastoral care needs (e.g., illness, hospitalization, death) to the appropriate ministry leaders in a timely and confidential manner
- Manage the background checks and Safe Sanctuary Trainings for volunteers and staff

3. Communication & Hospitality

- Inquiries to the church are responded or redirected properly
- Answer phone calls, monitor voicemail, and respond to emails in a timely manner
- Communicate clearly and kindly with church members and community contacts
- Manage basic digital communication tools, including updating the church website and using the online membership system to send email and SMS notifications
- May create posts on Social Media

Qualifications

- Strong organizational and time-management skills
- Clear and friendly communication (in person, phone, and email)
- Comfortable with digital tools (microsoft office suite, Subsplash Platform [App, Website and membership roll data base] email)
- Ability to work independently and manage multiple responsibilities
- Previous administrative experience preferred
- Familiarity with church life is helpful, but not required

Supervision & Support

Administrative & Communications Specialist works under the supervision of the Pastor and collaborates with church leadership teams. Regular check-ins and support will be provided to ensure clarity, encouragement, and shared vision in the role.