



129 Park Avenue, Swarthmore PA 19081

www.swarthmoreumc.com

610-543-2110

Who We Are: Swarthmore United Methodist Church (SUMC) is a small-but-growing congregation in the heart of Swarthmore, PA. Our congregation is committed to traditional-blended worship, social justice & outreach in the local community, and inclusive fellowship for people of all ages, races, and gender identities. Our mission is to become the beloved community through worship, fellowship, and service.

SUMC seeks a part-time, nonexempt (hourly) **Office Administrator**. This person is dedicated to the overall mission of SUMC, is detail-oriented, and offers generous hospitality. The **Office Administrator** will focus their **10-15 hours per week** on general office management/administration and finance, but maintains flexibility for job-related activities and seasonal tasks as assigned by the Pastor. The **Office Administrator** reports to the Pastor. The **Office Administrator** is assigned a Staff-Pastor-Parish-Relations (SPPRC) liaison.

JOB RESPONSIBILITIES & ESSENTIAL CORE FUNCTIONS:

OFFICE TASKS

- Manage daily communications, including church master calendar, postal mail, email, telephone calls & messages, social media, and monthly "Caller" newsletter.
- Welcomes guests and service providers.
- Maintain up-to-date membership roster, church directory, and attendance at worship/events
- Purchase office supplies, cleaning supplies, and equipment as approved.
- Attends meetings scheduled with Pastor and Church Committees; writes and maintain minutes.
- Produce weekly worship and special service bulletins, inserts, and worship & event slides
- Oversee vendor, finance, and building contracts
- Interface with Eastern Pennsylvania Annual Conference and Southern District leadership.

PASTOR RELATED TASKS

- Meet with Pastor regularly and as needed to maintain clear communication.
- Collaborate, create, and maintain a master-list of assignments and upcoming events/needs.
- Contact Pastor immediately (by text & phone) for all pastoral care needs.
- Perform additional duties as assigned.

A SUCCESSFUL CANDIDATE WILL HAVE:

- Excellent interpersonal communication skills, organizational management, positive attitude, and a desire to work in a team-oriented environment.
- Proficient with Word, PowerPoint, Excel, iContact, Canva, and QuickBooks.
- Strong technical skills (or ability to learn) Facebook, Instagram, PiSignage, and Weebly, with a keen eye for consistent branding; working knowledge of UMC polity/processes and Skedda are preferred.
- The office administrator primarily works from a desk. Occasionally, the office administrator may be asked to ascend/descend stairs with objects up to 20lbs.

EVALUATION & COMPENSATION:

- Evaluation at 90-day and annually including goal setting with the Pastor.
- 30 hours of paid vacation per year, non-accruable.
- Compensation between \$18.00-22.00 per hour, based on experience, reviewed annually.

To apply, submit a cover letter, resume, and list of three professional references to Rev. Ali DeLeo, Pastor, via email (sumcpastorali@gmail.com).