

Community Congregational Church of Manitou Springs

103 Pawnee Ave., Manitou Springs, CO 80829-2148
719-685-5255

Part-Time Church Administrator

The Community Congregational Church of Manitou Springs seeks to hire a Church Administrator. The job is part-time, 15-30 hours a week, depending on workload and deliverables. Pay begins at \$18/hour.

Responsibilities include:

- Manage the church office, including office work, bulletins, files, membership data, contact info, office reception, coordinating office volunteers, etc.
- Marketing deliverables, including facilitate all church communications, emails, website, Facebook, PowerPoint announcements, newspaper ads and publicity items, chamber of commerce announcements, etc.
- Schedule, coordinate, and monitor the use of the church buildings, provide facility tours including for weddings and funerals and other community use, manage building use contracts, cleanup, and security, etc.

Schedule can be flexible, but in the beginning will likely be 5 days a week at 6 hours. Some weekend or evening commitment may occasionally be required.

Skills and Qualifications:

- Current knowledge of social media such as Facebook and Instagram
- Clear communication & writing skills
- Ability to manage digital calendars
- Basic knowledge of Wordpress
- Basic graphic design and email platform knowledge
- Strong interpersonal skills
- Experience with office computer applications
- Ability to delegate & manage volunteers

To apply, please email the following materials to louisianadiva2003@gmail.com

Cover letter

Current resume

The Community Congregational Church of Manitou Springs provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, We comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Community Congregational Church of Manitou Springs expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of The Community Congregational Church of Manitou Springs' employees to perform their job duties may result in discipline up to and including discharge.

For more information about our church, visit our website: <http://www.manitouchurch.org/>