**Job Title: Part-time Church Administrator Black Forest Community Church, UCC, Colorado Springs**

**Reports To:** Minister and/or BFCC Board

**Eligible for Overtime:** no

**Salaried or Hourly: $**100.00 per week (hours need to be documented)

**Scope of Position:** 4-6 hours a week

**Supervisory Duties:** None

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**Essential Duties and Responsibilities of the Church Admin:**

* Work with the Pastor to prepare the worship guide and other print and online documents
* Check church emails at least every other day and forward, respond or delete emails as appropriate.
* Prepare the email blasts with announcements and other information
* Add the bulletin to the church website
* Other responsibilities as outlined in the detailed Job Description

**Knowledge, Skills & Interests of Church Admin:**

* Experience with Google Docs
* Good time-management skills
* Professional demeanor, team oriented, positive and engaging attitude
* Highly self-motivated, self-directed, and attentive to detail
* Strong ethical standards; maintain confidentiality, ability to create trust and integrity with co-workers, volunteers, and community

If interested in learning more, please email to request a detailed Job Description and Application: office@blackforestcommunitychurch.org