

**The First United Methodist Church of Ypsilanti**  
**Job Description**

**Church and Communications Administrator**

**About Us**

The people of The First United Methodist Church of Ypsilanti welcome and affirm all persons.

We embrace and seek to preserve the amazing diversity of God's creation. We believe God's welcome is not limited by age, race, ethnicity, culture, citizenship, language, gender, gender identity, sexual orientation, marital status, economic condition, and physical or mental ability.

In following the ministry of Jesus Christ, we open our hearts, our minds and our doors to you and invite you to join us as we journey in faith together.

The First United Methodist Church of Ypsilanti is currently looking to fill the position of **Church and Communications Administrator**, effective immediately. This position is 35 hours/week, includes health care benefits and a pension contribution after one year of employment. We are seeking to hire an individual who has a passion for church ministry and is willing to work collegially in a socially progressive, mission focused congregation. Qualified applicants are invited to apply for this position. Due to a conflict of interest, we cannot accept applications from family members of our Leadership Board.

**About the Position**

Responsible for overseeing and/or implementing the administrative and communication tasks of the church. Be able to work closely with the Lead Pastor and other staff, and plays a key role in the effective daily business of the church.

Duties include (but are not limited to): communicate with all staff and office volunteers, prepare the weekly service bulletin and other weekly/monthly publications; coordinate with our web developing firm to supply content to populate the church website so it is accurate, timely and current; lead the implementation and coordination of public information across all church social mediums (e.g., church website, Facebook, Instagram, X, etc.) for the purpose of informing and engaging the public about the mission and activities of the church; handle basic financial tasks such as receiving invoices, and paying bills.

Provide a positive and welcoming face and voice of the FUMC Ypsilanti. Communicate effectively with visitors, members of the church, the general public and outside vendors. At least 3 years of strong, varied, administrative and computer skills is required, along with excellent verbal and written communication skills. Should be familiar with computer software systems (e.g., church data management, Zoom, Microsoft Office 365 – Word, Publisher, Excel, PowerPoint, etc.). College coursework or degree associated with the job requirements preferred; high school diploma required.

A full job description is available after initial screening. ***To inquire or apply for this position provide a Letter of Interest and a Resume to the Pastor, Rev. Cori Clevenger, at [pastorcori.umc@gmail.com](mailto:pastorcori.umc@gmail.com).*** Interviews and offers will be made when suitable candidates are found.

Job Type: Full-time

Pay: \$30,000.00 - \$40,000.00 per year

Benefits:

- Health insurance
- Paid time off
- Professional development assistance
- Retirement plan

Schedule:

- Monday to Friday
- No nights
- No weekends

People with a criminal record are encouraged to apply

Education:

- High school or equivalent (Required)
- College coursework or degree associated with the job requirements (Preferred)

Experience:

- Administrative: 3 years (Required)
- Communication skills: 3 years (Required)
- Computer skills: 3 years (Required)

Ability to Commute:

- Ypsilanti, MI, 48197 (Required)

Work Location: In person