

Administrative Coordinator

St. Mark's United Methodist Church of Iowa City is looking to hire a part-time administrative coordinator.

Principle Focus:

The St Mark's United Methodist Church office is the hub of communication requiring efficient clerical office management and effective communication skills for day-to-day operations. The Administrative Coordinator organizes activities of the office and provides professional skills and support to St. Mark's ministry, as well as to the pastor, staff, and attendees of St. Mark's UMC.

Duties and Responsibilities include daily, weekly, monthly, and annual tasks pertaining to work as a part-time office manager, receptionist, communications coordinator, and other duties as assigned by the Pastor. A complete list of the responsibilities along with the position requirements is available upon request.

The Administrative Coordinator is accountable to the Staff Parish Relations Committee and under the immediate supervision of the pastor. This person will assist the Pastor and staff with the planning, coordinating, and communication of St Mark's Ministries, attend staff meetings, and meet regularly with the Pastor for Communication updates and review of current and future ministry needs.

The office hours for this position are Monday through Friday from 9:00am to 12:00pm. The position is paid hourly, and overtime is not permitted without authorization from the pastor.