

**Job Title: Office Manager**

**Organization:** First United Methodist Church of Muncy

**Location:** Muncy, PA

**Job Type:** Part-Time, Salaried

**About Us:** First United Methodist Church of Muncy is a vibrant and welcoming community dedicated to fostering spiritual growth, community engagement, and compassionate service. We are a welcoming family of Christ followers, living lives of generosity as we seek to be a blessing to others.

**Position Overview:** We are seeking a highly organized and motivated individual to join our team as an Office Manager. As the Office Manager, you will play a crucial role in the day-to-day operations of our church office, ensuring smooth functioning and efficient coordination. This position requires a combination of administrative, communication, and organizational skills, along with a passion for supporting the church's mission.

**Responsibilities:**

**1. Administrative Support:**

- Manage and maintain office systems, including filing, record-keeping, and document management.
- Answer and direct phone calls, emails, and inquiries to the appropriate individuals.
- Assist in the preparation of church bulletins, newsletters, and other communication materials.

**2. Coordination:**

- Coordinate and schedule appointments, meetings, and events for church staff and volunteers.
- Collaborate with ministry leaders to facilitate communication and streamline processes.
- Maintain an organized calendar for church events and activities.

**3. Financial Administration:**

- Assist in financial record-keeping, including managing donations, tracking expenses, and preparing financial reports.
- Work closely with the finance team to ensure accurate and timely processing of financial transactions.

**4. Communication:**

- Draft and edit written communications, announcements, and other materials as needed.
- Maintain regular communication with church members, addressing inquiries and providing information.

**Qualifications:**

- Previous experience in office management or administrative roles is preferred.
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office suite and other relevant software.
- Ability to work independently and collaboratively within a team.
- Understanding of and commitment to the church's mission and values.

**How to Apply:** Interested candidates are invited to submit their resume and cover letter to **sprcofFUMC@gmail.com**. Please include "Office Manager Application – "[Your Full Name]" in the subject line.

Thank you for considering joining our dedicated team at FUMC of Muncy. We look forward to reviewing your application and discussing how your skills and passion can contribute to the growth and success of our community.