

Job Description Office Administrator

Position Summary:

The Holmes Street UMC Office Administrator supports church operations through administrative, communication, and ministry responsibilities that enrich the church's mission. This position is a welcoming first point of contact for staff, members, visitors, and community partners. The Office Administrator reports to the Senior Pastor.

Administrative Support

- Answer and route phone calls, monitor email, and handle incoming and outgoing mail and deliveries.
- Maintain a professional and organized office while safeguarding sensitive information.
- Coordinate church activities calendar, altar and seasonal floral needs, and facility requests.
- Maintain membership, attendance, ministry records and reports according to church procedures and polity (organizational and governance structure); support data collection and reports preparation.
- Coordinate twice-monthly payroll data, staff hours, and documentation with the church accountant.
- Handle financial tasks such as preparing payment requests, ordering office supplies, and filing records.
- Prepare and submit office budget needs for annual church operations planning.

Communication Support

- Produce or coordinate communications including newsletter and worship bulletin, website and social media content, email, and mail to inform the congregation, conference, and community.
- Collaborate with the Senior Pastor, ministry leaders, and volunteers in creating informative, synchronized, and timely content across multiple communication tools.
- Assist with writing, editing, scheduling, and publishing digital and print communications.
- Assist with preparing materials for liturgical services, church meetings, and special events as needed.

Ministry Support

- Support food pantry client requests and receive donations from members and community partners.
- Assist with logistics and communications for weddings, funerals, and ministry events in collaboration with the Senior Pastor, ministry leaders, volunteers, and family members as needed.
- Guide staff, ministry leaders, and volunteers in learning church procedures for effective ministry support.

Qualifications

- Administrative, office, or church experience required.
- High school diploma or equivalent required; associate or bachelor's degree preferred.
- Proficiency with Microsoft Office, design tools (e.g. Canva, Adobe), social media, and office technology.
- Sound judgment, discretion, and commitment to confidentiality.
- Strong service attributes and communication, organization, and time-management skills.
- Ability to work independently and collaboratively.
- Ability to perform routine office tasks and lift or carry supplies as needed.

Vision Statement: At Holmes Street UMC, we envision a church that is engaged and diverse, where God calls us into deeper relationships, empowering us to boldly love and serve our entire community.

Pay and Benefits

- Starting pay: \$16.00 per hour; onsite 20 hours weekly, Monday through Thursday, 9 a.m. to 2 p.m.
- Work-Life benefits include paid time off and holidays.
- Occasional evening or weekend work may be required.
- Clean background check is required with associated fees covered by the church.

Job Application Instructions

Submit a resume, cover letter, and three references. Applicants should highlight relevant administrative, office, or church experience, and describe their interest in working in a church ministry environment. Applicants do not need to be members of Holmes Street UMC.

- **Applications are due by August 23, 2026**
- Preferred method to submit materials are by email to hsumcjobs2026@gmail.com
- Or via mail to SPR Committee, Holmes Street UMC, 501 Holmes Avenue NE, Huntsville, AL 35801

Note: Please do not include personal photos, embedded graphics, or sensitive personally identifiable information in your application materials. Submitting these materials may disqualify you from consideration.

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holmesstreetumc.org/