

OFFICE MANAGER

Part-Time — Winner Methodist Church — Winner, South Dakota

Winner Methodist Church is seeking a part-time Office Manager to serve as the welcoming voice and organized heart of our church office.

We are a congregation of 150 to 200 in a small, rural South Dakota town. We are looking for someone who will greet each person with the warmth of Christ, keep our office in good order, and be trusted with the confidences of our church family.

The Role at a Glance

- 20 hours per week — Monday through Friday, 9:00 a.m. to 1:00 p.m.
- Starting at \$15.00 per hour; negotiable depending on experience.
- Mileage for church errands and approved training costs are reimbursed.
- Reports to the Senior Pastor.

What You Would Do

- Welcome callers and visitors, and keep in confidence what comes through the office. This is the heart of the role.
- Support the Pastor with the calendar, care and prayer lists, and Leadership Council minutes.
- Keep church records, the church calendar, and the building schedule.
- Prepare the weekly bulletin and monthly newsletter; keep the website, email, and social media current.
- Count the Monday offering with a second person, make the weekly deposit, and keep giving records.

What We Are Looking For Someone With:

- A growing walk with Jesus Christ and Christian character in speech and conduct.
- Proven discretion with confidential matters; a confidentiality agreement is part of hiring.
- Comfort with computers, social media, and learning new software.
- Agreement with historic Christian orthodoxy and with our convictions regarding Scripture, salvation, and marriage, and willingness to serve within the doctrine of the Global Methodist Church.
- Office or bookkeeping experience preferred, but not required.
- Membership at Winner Methodist Church is not required.

How We Support You

Office volunteers help with mailings and bulletins, and a trained volunteer covers the front desk when you are away. Hours beyond the regular 20, such as the monthly Leadership Council meeting, are paid.

To Learn More or to Apply

Please send a resume, a brief note about yourself, and three references (two who can speak to your Christian character, and one employer or supervisor) to:

office@winnermethodist.org • **605-842-0854**

Questions are welcome, and all inquiries are kept confidential. If you are not certain whether this is a fit, we would still be glad to talk with you.