

## Office Administrator

Part Time: 32-36 Hours per week.

United Methodist Church of Thousand Oaks seeks Office Administrator. Responsible for general office duties and providing support to the entire church staff, especially the Senior Pastor. Answers the telephone and assists walk-in visitors. Maintains the church calendar, updates the directory, and handles correspondence and special mailings. Prepares the weekly bulletin and Oakleaf (newsletter) Works with all volunteers. Strives to make all feel welcome who enter our doors.

### Requirements:

Knowledge and experience in clerical activities required.

Proven ability in Microsoft Word, Excel, Adobe Acrobat, and church management software or comparable.

Detail oriented, excellent proof-reading skills, mastery of grammar usage and have ease and efficiency in all communication models.

Positive team player who works independently and who demonstrates flexibility , professionalism, creativity and integrity while upholding church principles and confidentiality standards.

Interested candidates submit a resume and cover letter to: [sprc@umcto.org](mailto:sprc@umcto.org)