

Bellevue First United Methodist Church (BFUMC) is seeking a qualified person for the position of Office Manager. BFUMC has been in existence for more than 60 years and is located north of downtown Bellevue, WA. We are an equal-opportunity employer and a Reconciling Congregation.

The position is permanent part-time scheduled for 20 hours per week. All of the Staff positions at BFUMC are part-time and no benefits beyond vacation and sick leave are provided.

We anticipate that the person chosen for the position will start Monday, November 18<sup>th</sup> to allow for training and job-shadowing with our current Office Manager prior to her retirement on November 30<sup>th</sup>.

Please note that due to confidentiality concerns our preference is to hire someone who is currently not a member of our church.

See page two for detailed information about the position.

For consideration please forward your cover letter and resume to Kim Miller, Chair of the SPPR Team at [kimmillerspr@gmail.com](mailto:kimmillerspr@gmail.com) . Please do not contact the church office. All submissions will be acknowledged.

**Office Manager**  
First United Methodist Church of Bellevue (BFUMC)

Purpose: To provide administrative support for the ministry of BFUMC

Roles:

- Hospitality
- Building management
- Communications
- Staff support

Responsibilities:

- Receive and refer people, messages and deliveries, answer phone calls
- Produce weekly Sunday bulletins (two services) and monthly Clarion newsletter (newsletter is published on-line and about 100 are also mailed)
- Coordinate building use
- Update and publish church calendar
- Purchase all office supplies
- Oversee maintenance and updating of church data base
- Prepare and submit annual reports
- Prepare and coordinate occasional mailings
- Monitor functioning and effectiveness of office equipment
- Provide weekly announcements for phone tree and website

Hours: 20 per week (9:30-2:30 Monday through Thursday).

Pay rate: Negotiable, depending on experience.

Reports to: Pastor and Staff Pastor-Parish Relations Team (SPPR)

Skills needed:

- Hospitable attitude
- Computer literate
- Knowledge of office equipment
- Organized
- Able to deal with interruptions
- Familiar with Microsoft Office software

Bellevue First United Methodist Church

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