



Office & Communications Manager

Central United Methodist Church
30 Union Street North | Concord, NC

The Office & Communications Manager supports the ministry and mission of Central United Methodist Church by providing essential administrative, communication, and organizational leadership. This part-time position works under the direction of the Senior Pastor and collaborates with church staff, leaders, committees, and volunteers.

Coordinate

- Oversee church calendar scheduling and logistics in line with church policies including coordinating building needs with Facilities Administrator.
- Coordinate logistics and communication for special events and projects with ministry leaders and Communications Administrator.
- Coordinate scheduling and support of reception and telephone volunteers.
- Provide administrative assistance to pastors, staff, and committees.

Communicate

- Be hospitable, helpful, interruptible, and kind as the first point of contact for visitors and callers to church.
- Coordinate church-wide communications via mail, email, and online platforms.
- Prepare marketing materials, signage, posters, and digital graphics.
- Prepare weekly worship bulletins, email blasts, and reports.

Manage

- Maintain organized and updated digital and physical filing systems (incl. membership records & contacts).
- Ensure smooth workflows and timely completion of recurring tasks (daily, weekly, monthly).
- Compile and report ministry statistics (including for charge conference and year-end-reports).
- Plan and implement projects and systems that support the mission of the church.
- Ensure readiness of office, media, and security equipment.

Qualifications

- Experience in administration/communication & Bachelor's degree preferred.
- Proficiency in MS Office 365 and web/digital tools.
- Strong oral and written communication skills.
- Demonstrated ability to work with confidentiality, accuracy, and attention to detail.
- Ability to work collaboratively with pastors, staff, volunteers, and committees.
- Organizational and project management skills, with the ability to troubleshoot and adapt.
- Commitment to teamwork and the mission of Central United Methodist Church.

Please send cover letter & resume or questions to Rev. Stacey Lundy:
slundy@concordcentral.org | 704.786.4109 ext. 1