Cherrydale UMC
Seek * Grow * Share

3701 Lorcom Lane
Arlington, VA 22207
703-527-2628

Position: Office Administrator
Supervisor: Pastor
Status: Part-time, 25 hours/week
Salary: $20-$24/hour, commensurate with experience
Hours: Monday–Friday, 9:00 a.m. – 2:00 p.m.

Cherrydale United Methodist Church is looking for an office administrator to help further our mission to: *Seek God joyfully, grow faithfully in our discipleship, and share God's love with the world.* This role supports Cherrydale's ministry by keeping our church community organized and connected. The ideal candidate has strong communication skills, is comfortable using or learning a range of technology tools, and can manage multiple ongoing responsibilities while coordinating closely with the pastor, staff, church council and other committees, volunteers and building users.

Responsibilities

- Serve as the primary point of contact for the church office — managing the general email account, phone, mail, and day-to-day communications
- Draft and send weekly and other mass communications to the congregation; create other digital and print media including flyers, newsletters, and signs
- Maintain the church's calendar and coordinate scheduling of internal ministry activities and external building use
- Update and maintain the church website and advertise church events on social media
- Prepare print and digital materials for worship services such as bulletins and slides
- Recruit and coordinate volunteers, such as those assisting weekly worship activities
- Maintain church databases, giving records, and other statistics; support annual charge conference reporting
- Support facilities needs by liaising with outside groups using the building, tracking keys/codes, and flagging maintenance issues to trustees or custodial staff

Qualifications

- Strong technology skills; proficiency with Google Workspace and Microsoft Office
- Experience with (or ability to quickly learn) Mailchimp, Canva, WordPress, and church-management software such as Power Church Plus
- Excellent organizational, communication, and proofreading skills
- Experience coordinating and communicating with volunteers
- Ability to manage multiple priorities, maintain confidentiality, and create a welcoming office environment

Benefits

- Twelve (12) paid vacation days (dates approved by the pastor at least two weeks in advance); no health insurance provided
- Office closed on major federal and religious holidays

To apply, send cover letter, resume, and references to Rev. Chris Andress at pastor@cherrydaleumc.org