

Helena United Methodist Ministries (HUMM) is seeking a part time Office and Facilities Coordinator for the St. Paul's United Methodist Church office. The days and hours are Sunday through Thursday, with some flexible hours, and some evening and weekend hours, totaling 30 hours per week at \$18 per hour. There is the possibility for this to move into full time post COVID-19. Benefits include paid vacation and sick leave (pension if it moves to full time).

The candidate we are seeking for this position will be the face of HUMM in many respects, and must possess a pleasant, welcoming, and positive demeanor.

The candidate we are seeking will be expected to come to the job with well-developed communications skills allowing him/her to work independently, be creative, and have an ability to problem solve. The person in this position must be detail oriented.

The candidate we are seeking is a part of a team that serves the congregation and the ministries of HUMM and must have an ability to work well with other staff, volunteers, committee leaders, and the public.

The general tasks of this position are administrative office duties and facilities coordinating. These include but are not limited to tasks such as answering phones, responding to emails, greeting visitors, maintain the calendar, scheduling events, and coordinating the facilities usage.

Due to Covid 19 restrictions and safety measures we are not functioning in an in-person worship capacity and have limited the accessibility of the public to our office staff. There will be minimal direct contact with the public during this time.

For a full job description please visit [humchurch.org](http://humchurch.org). To apply, please send a cover letter and resume to [phaedrray@gmail.com](mailto:phaedrray@gmail.com).