

White Bear Lake United Methodist Church

Church Office & Communications Coordinator

Help people feel welcomed, connected, and supported.

White Bear Lake United Methodist Church is seeking a **warm, organized, dependable Church Office & Communications Coordinator** to help our church community thrive.

In this role, you'll be a welcoming first point of contact while keeping the behind-the-scenes details moving—supporting staff and ministry leaders, coordinating schedules and events, preparing communications, and helping members, visitors, and volunteers get the information and support they need.

Your work will help:

- Create a warm, welcoming experience for members, visitors, and guests.
- Keep church ministries, events, meetings, and worship services organized and running smoothly.
- Ensure timely, clear communication through email, newsletters, website, social media, print, and other channels.
- Give pastors, staff, ministry leaders, and volunteers the administrative support they need to focus on ministry.
- Maintain accurate records, calendars, documents, and confidential information with care and discretion.

We're looking for someone who is:

- Warm, service-minded, dependable, and trustworthy.
- Highly organized with strong communication and follow-through.
- Comfortable juggling priorities and working independently.
- Proficient with everyday office technology, including email, calendars, documents, spreadsheets, websites, and social media.
- Experienced in administration, communications, customer service, or a church setting (preferred).

Make a Difference Through Hospitality & Service

Your organization, communication, and care can help create a church where people feel welcomed, known, valued, and connected.

To apply: office@wblumc.org

White Bear Lake United Methodist Church

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Website: wblumc.org