

St Francis United Methodist Church
3914 229th Ave NW
St. Francis, 55070 MN
sfmethodist.org

Posted: February 22, 2026

Office/Communications Administrator

Summary

SFUMC is looking for a part time Office Administrator to manage the church office approximately 4 hours/week. On occasion additional hours may be necessary. Flexible to work partially remote. ½ of the time will be expected to be in the church office. Hours to be adjusted as agreed upon.

Reports to the Pastor

Duties

Some duties are monthly and some weekly. Maintain church records (Not financial), Minnesota Methodist Conference liaison, oversees the forms and submissions. Keeps church records. Communicates weekly with volunteers for the upcoming Sunday Worship. Send weekly emails and manage email communication. Create monthly newsletter, and other general office needs/tasks.

Skills

General clerical skills and communication skills.
Microsoft Office, Gmail, Mailchimp (easy to learn)

Pay

\$20/hour

To Apply

Email letter of interest and resume along with the application to Pastor Denise Hanson at denisemariehanson@gmail.com or to church address listed above.