Ministry Support & Media Specialist

Brice United Methodist Church: Brice, OH
Part-Time: 12–15 hours per week
Compensation: $17.00 per hour

Role Overview

Brice United Methodist Church is seeking a friendly, detail-oriented **Ministry Support & Media Specialist** to serve as the "heart of the office." In this dual function role, you will be the primary point of contact for our community, providing vital administrative support to our leadership while managing the digital and visual storytelling that keeps our congregation connected.

The ideal candidate is an organized "people person" who thrives in a varied environment—ranging from managing facilities rentals to designing worship visuals.

Key Responsibilities

Communications & Media

- **Digital Presence:** Maintain and update the church website to ensure members and seekers have access to current information.
- **Visual Design:** Create engaging announcement slides for worship services and design professional flyers for upcoming events.
- **On-Site Media:** Manage digital signage by regularly uploading graphics and news to building screens.

Administrative & Pastoral Support

- **Office Operations:** Act as the first point of contact for inquiries via website, phone, and walk-ins; manage voicemails and general correspondence.
- **Calendar Management:** Coordinate the master schedule for church events, meetings, and building rentals to ensure smooth daily operations.
- **Pastoral Assistance:** Serve as an administrative "right hand" to the Pastor, assisting with scheduling and day-to-day office needs.

Facilities & Ministry Coordination

- **Host Management:** Coordinate with community groups using church space, managing room readiness and key handoffs.
- **Worship Preparation:** Prepare and print weekly bulletins and scripture readings; ensure meeting spaces are set up for Bible studies and small groups.
- **Environment:** Maintain an organized, inviting, and professional atmosphere in shared office and common areas.

Qualifications & Skills

- **Exceptional Soft Skills:** A warm, welcoming demeanor with a strong desire to serve others and the ability to maintain strict confidentiality.
- **Administrative Proficiency:** Comfortable managing digital calendars, email, and standard office equipment.
- **Creative Aptitude:** Experience with (or a strong willingness to learn) design tools like Canva and basic website builders.
- **Operational Flexibility:** A proactive problem-solver who can easily shift between administrative tasks and facilities coordination.
- **Attention to Detail:** A keen eye for design and accuracy in proofreading and printed materials.

How to Apply

Interested candidates should submit a resume and a brief introductory email to **Pastor Nick Shaw** at **pastornick@bricechurch.org**. In your email, please share why you are interested in our church's mission and include any examples of digital designs or flyers you have created.

Brice United Methodist Church 3160 Brice Rd., Brice OH 43109