

WILMER UNITED METHODIST CHURCH

PART-TIME SECRETARY

18 hours a week, Monday – Thursday 8:30 – 1:00 PM

Primary responsibilities include (but not limited to):

- Administrative support to pastor and committee chairs
- Maintain membership information using software program
- Prepare/post weekly worship videos
- Organize and prepare various communications
- Weekly bulletins
- General office duties including phone, social media and records keeping

Contact Dan Godwin by phone: 251-649-1800 or email: godwind22@gmail.com

Church Email: wilmerumc@att.net