

**Now Hiring: Church Administrator**  
**West Park United Church of Christ – Cleveland, OH**

West Park United Church of Christ is seeking a dedicated and organized **Church Administrator** to support the mission and ministry of our vibrant, inclusive congregation. This is a vital role that ensures the smooth day-to-day operations of the church and serves as a welcoming presence to members, visitors, and the community.

**Position: Church Administrator**

**Status:** Part-time

**Location:** West Park UCC, Cleveland, OH

**Start Date:** Open until filled

**Responsibilities include:**

- Managing the church office and serving as the primary point of contact during office hours
- Maintaining church records, schedules, and communications (bulletins, newsletters, website, email, etc.)
- Coordinating building use and managing the church calendar
- Supporting the Pastor, leadership teams, and committees with administrative tasks
- Handling basic financial tasks such as deposits, tracking expenses, and working with the Treasurer
- Ensuring confidentiality, professionalism, and a warm, welcoming atmosphere for all

**Qualifications:**

- Strong organizational and communication skills
- Proficiency with Microsoft Office, Google Workspace, and office technology
- Ability to work independently and manage multiple priorities
- Experience in administrative roles (nonprofit or church experience a plus)
- A heart for community, hospitality, and inclusive ministry

**To Apply:**

Please send a resume and brief cover letter to **westparkuccoffice@gmail.com**. Applications will be accepted until the position is filled.

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**West Park United Church of Christ** is an open and affirming congregation committed to justice, compassion, and service. We welcome applicants of all backgrounds and identities.