

Wamego United Methodist Church is looking for a Church Administrator. This position is responsible for a wide variety of managerial, technical and clerical responsibilities to support the ministries and mission of the church. The administrator works collaboratively as a member of the church staff. Teamwork skills including active listening and creating a trusting and supportive environment are essential. Mastery of computer skills including word processing is required. The position is a salaried position and requires approximately 30 hours per week. Please send a resume and cover letter to Wamego United Methodist Church, 600 Lincoln, Wamego KS 66547. Potential applicants may contact Duane Davis (davis@ksu.edu), Staff/Pastor Parish Relations Chair, for further information. Review of applications will begin July 11.