South Lyon FUMC is hiring a part-time Administrator for Generosity

(6-10 hours per week I Flexible Schedule)

Are you detail-oriented, trustworthy, and passionate about helping ministries thrive? We’re looking for someone to join our church staff in a vital support role that ensures accurate accounts receivable records.

KEY RESPONSIBILITIES:

-Process weekly and online giving with accuracy and care

-Maintain up-to-date giving records in our church database

-Prepare reports and summaries for church leadership

-Support the office team and provide occasional coverage

WHAT YOU BRING:

-A heart for service and confidentiality

-Clear communication skills (written and in-person)

-Proficiency in Excel and PowerPoint (or similar tools)

-Strong attention to detail and organizational skills

This is a great opportunity for someone looking to work a few hours a week in a meaningful environment where your work directly supports the mission of the church. To apply, send your resume to staffparishslfumc@att.net