

**Job Posting – Administrative Assistant for Membership**

The Staff Parish Relations Team is seeking to immediately fill the position of Administrative Assistant for Membership for South Lyon First United Methodist Church. This position offers work of approximately 15-20 hours per week.

Responsibilities for the position include maintaining all aspects of membership, gathering and organizing visitor information, ordering office supplies, and coordinating church calendar and use of building by both internal and external groups. Other duties will include general tasks of keeping a well maintained and organized church office.

Those interested may send a resume and cover letter to [staffparishslfumc@att.net](mailto:staffparishslfumc@att.net). Any questions on the position may be directed to Amy Randall-Ray ([amy.randallray@yahoo.com](mailto:amy.randallray@yahoo.com)) or Cherie Trembath ([372crt@gmail.com](mailto:372crt@gmail.com)).

**Job Posting – Financial Secretary**

The Staff Parish Relations Team is seeking to immediately fill the position of Financial Secretary for South Lyon First United Methodist Church. This position offers work of approximately 6-7 hours per week. Responsibilities for the position include maintaining financial records, managing electronic contributions, completing financial reports, distributing member's giving statements, maintaining stewardship pledges, and serving on the Finance and Stewardship teams. Those interested may send a resume and cover letter to [staffparishslfumc@att.net](mailto:staffparishslfumc@att.net). Any questions on the position may be directed to Amy Randall-Ray ([amy.randallray@yahoo.com](mailto:amy.randallray@yahoo.com)) or Cherie Trembath ([372crt@gmail.com](mailto:372crt@gmail.com)).