



Mount Vernon Place UNITED METHODIST CHURCH

Who We Are:

Mount Vernon Place United Methodist Church (MVPUMC) is a dynamic and diverse congregation located in the heart of downtown Washington, DC, across the street from the Washington Convention Center and the Marriott Marquis Hotel. MVPUMC is an inclusive, authentic congregation that is called to transform lives and DC through *worship, service, and justice*. We seek to be in real relationship with people in and around our neighborhood – housed and unhoused, gay and straight, liberal and conservative, new residents and those who have been in the city for years, tourists and convention guests.

MVPUMC is looking for a **part-time, on-site Office Associate**. We need someone who is dedicated to our overall mission, detail oriented, and demonstrates genuine hospitality. The **Office Associate** will work 20 hours a week with the final schedule to be negotiated with the Director of Finance and Operations to whom the person reports. The hourly rate for this part-time position is \$28.50 per hour.

Responsibilities include:

Membership and Guest Relations

- Provide hospitality to include greeting visitors, answering phones, providing basic triage, and responding to email and voicemail messages
- Conduct tours for interested visitors or facility use prospects
- Maintain communication and relationships with established MVP partners
- Welcome and accommodate members, guests, and space users
- Enter membership and guest data and create regular reports

Business Operations

- Compile, edit, and publish the church's Annual Reports
- Provide some administrative assistance to the Pastor and Director of Finance and Operations
- Maintain office organization, supplies, and filing
- Process invoices weekly
- Record financial contributions and issue statements

Communications

- Assist Minister of Engagement and Discipleship with crafting email communication via Constant Contact
- Work with Pastor and Director of Music to produce bulletins for weekly worship and special services

Technical Proficiencies

The Office Associate is expected to maintain expert proficiency in the following application(s) by actively seeking on-the-job knowledge and training in the areas of: ACS Financial Suite and Realm; Microsoft Office Suite, with emphasis on Word, Excel, and Outlook; and Canva.

Contact our Director of Finance and Operations, Andre (andre@mvpumc.org) to apply by submitting your cover letter, and resume. Incomplete applications will not be considered.