

LENEXA UMC IS CURRENTLY HIRING FOR 3 PART-TIME POSITIONS

Weekend Custodian

LUMC is currently seeking part-time weekend janitorial support. This position's hours are flexible and must work around weekend events and services scheduled at the church. This position would support the main building only (not include Education Building). Hours are estimated at 4-7 hours per week as activities and season require. Must be able to lift and/or carry up to 50 pounds unassisted, climb stairs and work around cleaning chemicals. Previous experience helpful but not required. Must be detail-oriented, dependable and willing to work in a cheerful manner as an extension of the ministry of LUMC. Pay is \$10.00 per hour, paid monthly.

To apply, please send resume to LUMC by mail or email peggy.hillmon@lenexaumc.org. Application deadline is October 22.

Part-Time Morning Office Assistant

LUMC is currently seeking a part-time morning office assistant to work Tuesday through Friday from 9:00 am to 12:00 pm. This person will be responsible for opening the office, greeting and assisting church members or visitors and completing basic computer office support functions of data entry, word processing, etc. Previous administrative, customer service, reception or office experience required. This person will be required to be punctual, detail-oriented, dependable and willing to work in a cheerful manner as an extension of the ministry of LUMC. Pay is \$10.00 per hour, paid monthly.

To apply, please send resume to LUMC by mail or email peggy.hillmon@lenexaumc.org. Application deadline is October 22.

Part-Time Communication/Graphic Design Assistant

LUMC is currently seeking a part-time person to work up to 10 hours per week remotely to help update and maintain communication in all forms and media. This person will work remotely or in the office assisting the church to create and implement a communication strategy. Responsibilities include but are not limited to website updates and design, bulletins, monthly newsletter, weekly emails, brochures/flyer design, Charge Conference annual report compilation, social media presence, and other design items (t-shirts, business cards, postcards, signage, etc.). Current demonstrated experience in the listed responsibilities is required. This person will be required to be detail-oriented, dependable and willing to work in a cheerful manner as an extension of the ministry of LUMC. Pay is \$12.50 per hour, paid monthly.

To apply, please send resume to LUMC by mail or email peggy.hillmon@lenexaumc.org. Application deadline is October 22.