

Administrative Assistant (Part-time)

Windsor Hills United Methodist Church, Roanoke, is seeking an Administrative Assistant who is good with people, technology, and managing other office functions. This is a part-time position with designated office hours from 9 am – 2 pm (M-Th) and 9 am – 1 pm (F). Our Administrative Assistant is vital to the mission and ministry of a loving and serving congregation located in Southwest Roanoke, which offers a pleasant work environment and personal satisfaction.

Needed skills include:

- An understanding of church life and willingness to learn about United Methodism if not already possessing such an understanding; Microsoft Word, Publisher and Outlook, in order to create and design eye-catching documents for public use;
- A strong grasp of language, spelling and grammar;
- Able to problem solve typical office situations and to be adaptable in a changing work landscape;
- Willing to learn new skills and online applications as needed in order to be part of a strong, cohesive staff and volunteer team.

Make application by submitting a cover letter and resume to DougPaysour@vaumc.org. Questions may be directed to the same email address.

Children's Director (Part-time) — Windsor Hills United Methodist Church in Roanoke, VA is seeking a person with a personal faith in Christ with a deep understanding of United Methodism, who relates well with children up to 5th grade and their families. The goal will be to enhance Windsor Hills' ministry with children to foster growth in discipleship, along with personal growth, confidence, and willingness to serve. The Children's Director will be present on Sunday mornings, leading our Sunday School program with children, and plan and carry out two to three major events for children and our community. This is a part-time salaried position, averaging 10-12 hours per week. For further information or to submit a resumé, contact the Rev. Doug Paysour at DougPaysour@vaumc.org.

Youth Director (Part-time) — Windsor Hills United Methodist Church in Roanoke, VA is seeking a person with a personal faith in Christ with a deep understanding of United Methodism, who relates well with youth (6th grade through 12th) and their families. The Youth Director will be present on Sunday mornings, leading our Sunday School program with youth, and lead our Youth Group weekly or bi-weekly. This will be a part-time salaried position, averaging 10-12 hours per week. For further information or to submit a resumé, contact the Rev. Doug Paysour at DougPaysour@vaumc.org.

Nursery Director—(Part-time) Windsor Hills United Methodist Church in Roanoke, VA is seeking a person to oversee the church's Nursery for small children, as well as provide a regular presence and contact point to ensure the safety of the children and the comfort of the parents. The Nursery Director will be a person of faith who understands the needs of young children, is able to develop strong relationships and work with parents, volunteers and staff. This will be a part-time salaried position with responsibilities primarily on Sundays, as well as for other selected events throughout the year.

For further information or to submit a resumé, contact the Rev. Doug Paysour at DougPaysour@vaumc.org.