

First Mennonite Church Denver is currently accepting applications through August 10 for a **Fulltime Church Administrator**.

**Skills required:**

- The ability to positively interact with a wide variety of people using the building on a daily basis.
- Work closely with the pastor, supervise staff and volunteers.
- Computer/technical skills including website management and production of weekly documents for communication, worship preparation, master scheduling and supply ordering.
- Basic bookkeeping and tracking of personnel/insurance information and contracts.
- Spanish speaking a plus but not required.
- Prefer 3-5 years of work experience with comparable/transferable skills.

See full job description at [www.fmcdenver.org/employment](http://www.fmcdenver.org/employment)

Submit resume and cover letter to [www.fmcdenver.org](http://www.fmcdenver.org) **by August 10, 2022**.