

Friday Epistle Job Line

Posted March 4, 2010

Director of Physical Plant

New 03/04/2010

United Theological Seminary of the Twin Cities, an ecumenical seminary of the United Church of Christ preparing leaders for church and society in an inclusive and collegial environment, seeks a Director of Physical Plant (full-time, exempt position). The successful candidate will support the seminary's mission, be a well rounded generalist with a customer service attitude, possess mechanical aptitude and problem solving ability, have supervisory skills, and be willing to perform hands-on custodial work. To view the complete job posting with specific responsibilities and qualifications, and application procedures, please visit <http://www.unitedseminary.edu/aboutus/employment.asp>. EOE.

Vonda Pearson

Assistant Director of Human Resources and Donor Records Manager
United Theological Seminary of the Twin Cities
3000 Fifth Street Northwest
New Brighton, MN 55112-2598
(651) 255-6115
Fax: (651) 633-4315
vpearson@unitedseminary.edu

Technology Assistant, Part-Time

New 2/5/10

Troubleshoot, install, maintain, backup computer system and assist computer users in United Methodist Church regional offices. Prefer 1-2 years education and/or experience. Strong organizational and communication skills. \$13 to \$15 per hour, DOQ. 20 hours per week, flexible schedule. Letter of interest and resume to:

Minnesota Conference UMC
Attn: Finance Office
122 West Franklin Ave Suite 400
Minneapolis, MN 55404-2472
jobs@mnumc.org

Office & Front Desk Coordinator, full-time

New 2/5/10

Coordinate office processes, equipment, and supplies and receptionist duties in United Methodist Church regional offices. Prefer 2+ years education and/or experience. Strong organizational and communication skills. \$14 to \$16 per hour, DOQ. 40 hours per week, benefits. Letter of interest and resume to:

Minnesota Conference UMC
Attn: Finance Office
122 West Franklin Ave Suite 400
Minneapolis, MN 55404-2472
jobs@mnumc.org

Census Workers Needed

New 2/4/10

We have been contacted by representatives of the 2010 U.S. Census regarding temporary, part-time jobs available as census takers, crew leaders, crew leader assistants, census clerks and other positions. Members of your congregation without work may wish to know about this. To find out more, call 1-866-861-2010. General information is also available at www.2010censusjobs.gov.

Job Seekers!

Be sure to check the denominational web sites below. They list jobs we mayn't know about. Blessings!

Denominational Job Web Sites

Minneapolis Area Synod of the Evangelical Lutheran Church in America

<http://www.mpls-synod.org/resources/jobs>

Saint Paul Area Synod of the Evangelical Lutheran Church in America

<http://spas-elca.org/congregations/jobslst.php>

Catholic Archdiocese of Minneapolis and Saint Paul

<http://www.archspm.org/about/careers.php>

Minnesota Annual Conference of the United Methodist Church

<http://www.minnesotaumc.org>, click on "Classifieds", click on "Positions Available".

Luther Seminary - www.luthersem.edu/employment/

Augsburg College - www.augsburg.edu/hr/staff

Minnesota Council of Non-Profits - www.mncn.org/jobs

About Us

The Friday Job Line, a service of the weekly Friday Epistle, is a project of the North Central Chapter of NACBA, the National Association of Church Business Administration. It's a free service for church administrators and is available to anyone who wants it. Feel free to pass this document to anyone who may be interested.

To post a listing on the Friday Job Line, send your item, as you wish it worded, to FridayEpistle@nacbancc.org. (You may also subscribe to the weekly Friday Epistle by sending your e-mail address to that same address.)

If you have a lengthy job description, send it along, but send a brief introductory paragraph as well. We will then make the longer document a "clickable" item, rather than list it in the main body of the Friday Job Line.

Be sure to let us know when to remove your ad.

Check out our web site at www.nacbancc.org.