

## **FOR IMMEDIATE RELEASE**

### **Request for applications: Program Support Coordinator (Columbia, MO)**

The Missouri United Methodist Foundation, Inc., is the statewide charitable foundation for the churches and related organizations and agencies of the United Methodist Church in Missouri. The Foundation seeks a full-time Program Support Coordinator.

This position requires a high level of expertise in the use of word processing and spreadsheet software. Position responsibilities include all aspects of office operations including processing correspondence, managing ongoing projects, interacting with customers, event planning, maintaining and using relational databases, supporting senior staff and the corporate board, data entry and maintenance, and other duties as assigned.

Necessary background, skills, qualities:

- Bachelor's degree
- Excellent organizational skills
- Excellent "people" skills, including the ability to assist customers in person, by phone and in writing with clarity, patience, and good cheer.
- High proficiency in the use of Microsoft Excel, Word, and Outlook. Social media and strategic communications skills are valued.
- Excellent personal characteristics, including a strong work ethic, attention to detail, the ability to work within a team, a professional demeanor, and high standards of honesty, integrity, reliability, and accuracy.
- Enthusiasm for the work of the Foundation.

This is a full-time position (Monday – Friday 8:00 a.m. – 5:00 p.m.) paying a competitive salary commensurate with education and experience. Benefits include health insurance, pension contribution, paid vacation and holidays, and continuing education opportunities.

To apply, send a letter of interest, resumé, and three references (names, relationship and contact information) to: Missouri United Methodist Foundation, Attn: David P. Atkins, President, PO Box 1076, Columbia MO 65205-1076 or by email to [datkins@mumf.org](mailto:datkins@mumf.org). Applications will be accepted until the position is filled. Visit the Foundation website at [www.mumf.org](http://www.mumf.org). The Foundation is an equal opportunity employer and strongly encourages all qualified persons to apply.