

Administrative Assistant Opening Descriptions

UMC Bulletin and Website

With Nancy's last day on October 6th, our church has an opening for an administrative assistant (8:30-4:00 M-F). The position requires excellent communication skills, creativity to prepare church bulletins and newsletters, flexibility to work with various groups and committees, basic knowledge of accounting principles (to include journal entries), a working understanding of spreadsheets, and experience with common computer software programs (Microsoft Office products, Quicken, etc.). Resumes can be submitted to the church office until Sept 7th. If you have questions regarding the position, you may contact any member of the SPRC.