

# HOT JOB!!

## Part-Time Administrative Assistant

**Hours:** Max of 24 hours per week

**Pay:** Will discuss upon interview (DOE)

\*No benefits are associated with this position



### Job Functions:

- Answering phone calls
- Managing schedules
- Filing
- Generating programs for services
- Recording and maintaining personal data for new members, the congregation, and visitors
- Perform a variety of other tasks affecting the church
- Providing secretarial duties for the Pastor
- Maintaining attendance records
- Financial records (recording of tithes and offerings)
- Preparing annual financial reports (year-end financial statements)
- Preparing attendance reports when necessary while always maintaining confidentiality (Will be required to comply with confidentiality agreement) while also performing duties specified in support of the position

Mount Calvary United Church of Christ is seeking a part-time Administrative Assistant/Church Secretary.

*The successful candidate will be computer literate and proficient with Microsoft Office Software Suite. Additionally, the successful candidate will possess the ability to learn and utilize the church management software product.*

### To Apply:

Please send resume and cover letter to [mca1varytrustees@gmail.com](mailto:mca1varytrustees@gmail.com)



A proud partner of the American Job Center network

