

ADMINISTRATIVE ASSISTANT- PART TIME

Administrative Assistant needed Monday through Friday, approximately 25 hours per week for church and preschool.

Duties to include office management, preparing newsletters and weekly bulletins, preparing and responding to correspondence both written and email, financial record keeping, maintaining the church website, performing general office duties, and professionally interfacing with a wide variety of people.

Qualified applicant must have a strong office background with good organizational skills, be proficient using Microsoft Office; and be able to learn new applications quickly. Qualified applicant must be a team player who can work effectively with a wide variety of people, as well as manage tasks independently. Prior background (paid or volunteer) working in the church is a plus.

Inquiries and resumes with a cover letter may be sent via email to pastordawngumc@gmail.com, by fax to 410-833-5290, or by mail to P.O. Box 84, Glyndon, MD, 21071.