

Central Christian Church Secretary Position

Qualifications

1. An active dedicated Christian who is a member and regular attender of a local church
2. A person with the following skills:
 - a. Excellent Communication
 - b. Works well with visitors and volunteers
 - c. Working knowledge of Microsoft Word, Excel, Power Point, and Publisher
 - d. Record keeping
 - e. Ability to keep abreast of new technology including Proclaim
3. Education- High School Diploma or GED

Work Schedule (16 hours/ week)

1. Maintain presence in the church office from 8:00 am - 12:00 pm four days a week

Salary: \$15.00/ hour

To apply, please send a cover letter, resume, and references to Jim Anderson (jranderso@gmail.com).