

Administrative Assistant Posting (2016)

To apply for the position of Administrative Assistance, please send the following items to Christ's Church Methodist and Presbyterian United at 412 Clay St W., Monmouth, OR 97361, or email complete packet to ccmpunited@gmail.com .

1. Application Form: obtain at www.christschurchmonmouth.org
2. Your resume including 2 references unrelated to you

Position: Church Office Administrative Assistant

Job Description

15 hours per week, able to work a regular shift either mornings or afternoon; minimum wage with potential for raises; need to be computer literate in Microsoft Office Suite, including PowerPoint.

Duties to include, but not limited to:

- Maintain attendance and other records using church management software (training provided); prepare church bulletin from Pastor's draft, process incoming/outgoing mail, prepare Power Point slides. Monitor custodial and office supplies.
- Prepare Board packets for meetings; confirm volunteer assignments for Sunday worship; record and report payroll information; pay routine bills (training provided); perform other duties as assigned.
- Must be accurate, neat, friendly, and maintain confidentiality as instructed.
- Must be able to work with church staff, volunteers, and the public, while maintaining a professional attitude. Must be able to meet church requirements regarding a "safe sanctuary" workspace. A background check is required.
- Non-smoker preferred.