

Church Secretary / Administrative Professional

Saron United Church of Christ is looking for an individual to manage the daily operation of the church office, prepare bulletins and digital media for worship services, maintain the church's on-line presence including web site, social media, email and text broadcasts.

This individual should be pleasant and professional, excellent people skills are required as well as skill with computers and office technology.

Responsibilities will include:

- preparing PowerPoint slide deck for Sunday worship
- creating monthly newsletter
- updating social media with church events / announcements
- sending text/email broadcasts to all church members about prayer concerns or upcoming events
- preparing and printing a paper bulletin for Sunday worship
- coordinate lay leader schedule(s)
- ordering supplies for the church
- answering phone calls
- managing the church calendar and reservations of church facilities
- assisting the pastor with administrative tasks

Hours: Part time / 20 hours per week

Schedule: M-F 9:00 am – 1:00 pm (negotiable)

Pay: \$15 per hour, paid semi-monthly (\$650 per pay)

Work Location: Church office

PTO: 1 week paid vacation, 5 days per year sick time (non-accumulative)

If interested please email your resume to office@spiritofsaron.org