WANTED

CHURCH ADMINISTRATIVE ASSISTANT

PARTTIME

Approximately 20 hours per week
Mornings Mon-Fri (flexible?)

Provide Administrative support for Pastor and congregation
Answer phone and assist with inquiries as needed
Manage social media activity
Requires basic computer skills including Word and Excel

Ashtabula First United Methodist Church
4506 Elm Ave.
Ashtabula, OH
440-993-3806
Leave message for Tim Watts or Pastor Watkins