

## **ADMINISTRATIVE SECRETARY Part/Time (Southwest Portland)**

We are a United Methodist Church in SW Portland seeking a part-time administrative secretary (AS) to work 20 hours per week. Schedule is flexible but does require regular office hours on weekdays. Individual must be personable, dependable, detail oriented, and able to work independently but closely with our Pastor and various committee members.

Duties include:

- production of multiple church communications using both word processing and email
- production of Power Point slides
- manage and maintain church website
- manage and maintain social media accounts and presence for church
- respond to phone calls and walk-in traffic
- schedule church events and Pastor's meetings
- work with various church committee members and support their clerical support needs
- maintain all church files and records
- maintain church data base and the production of the annual directory
- prepare all required annual church reports
- oversee building use and rental, including billing of rental fees

Required skills:

- strong working knowledge of word processing software, Outlook email, Power Point, website and social media management
- ability to type 45-50 wpm
- excellent communication skills

Email your resume, cover letter and references to [VHUMCAS@gmail.com](mailto:VHUMCAS@gmail.com).