

Church Office Administrative Assistant wanted

The Fort Caroline Presbyterian Church is looking for an administrative assistant that has strong Microsoft Office skills, particularly with Word, to work 4 days per week (20 hours) in our office. Previous experience with church-based application software is very desirable.

Duties will include:

Producing a weekly bulletin with information from several sources

Recording individual offerings against the correct accounts using church-based software

Managing our Meals on Wheels program

Receiving, organizing and distributing mail

Handling incoming phone calls and conveying information to the appropriate parties.

Other general office tasks will be needed as they arise.

Compensation begins at \$14 per hour. Our work week is Monday through Thursday from 9:00 am to 3:00 pm with 60 minutes for lunch.

If you meet the requirements for computer proficiency and are interested in a competitive salary for a part time position, please call: (904) 744-4568 between 1PM and 4PM Monday through Wednesday and ask for Kathy.