NEW JOB OPENING

**Administrative Assistant**

at

**Covenant United Methodist Church**

 110 North Mulberry Street

Lancaster, PA 17603

717-393-1561

Covenant United Methodist Church is seeking

a part-time Administrative Assistant

who professes the Christian faith

and possesses the skills needed to fulfill responsibilities

for communications, bulletins, membership and offering records,

the church calendar, and other church business.

Strong computer and organizational skills

along with effective communication and people skills are essential.

Previous experience with secretarial and church work is desirable.

The position is to be filled as soon as possible

with a work schedule of 20 hours per week, four days a week.

The full job description can be read

 on the church’s website: [https://www](https://www/).[covenant-umc.com](http://covenant-umc.com/).

 Please submit your letter of interest and your resume

to office@covenant-umc.com.