

Greece United Methodist Church (1924 Maiden Ln Rochester NY 14626) is hiring! We are looking for a qualified individual to become the church's Administrative Assistant. See details below and contact Pastor Gary for more information at Greeceumcpastor@gmail.com

TITLE OF POSITION: Administrative Assistant

GENERAL DESCRIPTION:

Part time position (16-20 hrs. per week) performing all office/administrative duties necessary to operate a large Church. Works directly with the Pastor and with other leaders and volunteers in the completion of assigned duties.

Because this position facilitates numerous church activities, the Administrative Assistant must maintain a harmonious relationship required with the other staff, members of the church, church organizations, groups using our facilities and the general public.

REQUIREMENTS~ OUALIFICATIONS~ SKILLS~ ABILITIES:

- Knowledge of current office terminology, procedures and equipment. Including:
 - General computer skills
 - Copier
 - E-mail
 - Publisher and Excel knowledge is helpful
- Above average typing/word processing skills
- Ability to relate well with others
- Dependability
- Tact and courtesy
- Confidentiality
- Outgoing, pleasant personality