

St. Andrew United Methodist Church

Administrative Assistant - Part Time Position

St. Andrew United Methodist Church in St. Albans, West Virginia is seeking a part time administrative assistant.

The applicant must have excellent interpersonal and organizational skills.

Must be fluent with Microsoft Suite tools.

The applicant must have strong verbal and written communication skills and have the ability to create communication tools, both hard copy, on-line and web based.

Being a strong team player is required in working with the staff and the congregation.

Duties consist of, but are not limited to managing the office, answering telephones, creating bulletins for all church services, scheduling meetings, preparing a monthly newsletter, and working with the general public.

A person of faith would be preferred.

If interested please email your resume
to: saintandrewumc@suddenlinkmail.com