

Position Available: Office Administrative Assistant

Mid-size church in Sanford, NC, seeks part-time Office Administrative Assistant. Serves in church office as primary weekday contact via phone, email and in person; manages church scheduling and vendor appointments; produces weekly worship services bulletin; handles incoming mail, copying, mailings, supply orders and annual reports.

Top candidates will have proven abilities in proactive, positive personal interactions; word processing; use of office equipment; and familiarity with operating an office environment.

Must be able to self-direct your work with limited day-by-day supervision and be available Monday through Thursday, preferably mid-morning to after lunch. Pay is \$15 to \$17 per hour, based on experience, for 12 to 16 hours per week.

Full position description available at www.JonesboroUMC.org.

To apply, send or email resume or a letter that details your job experiences. Email to: JUMCapply@gmail.com OR mail to: 407 W. Main St., Sanford, NC 27332. Resumes/letters may be dropped off at this address Wednesday or Thursday, 10 am to 1 pm. Position available October 15, and interviews begin immediately.