First Congregational Church, United Church of Christ in Cannon Falls, MN is seeking a part-time secretary to work with this small but robust church!

**HOURS:** 8-10 hours/week  
**REPORTS TO:** Trustees (daily coordination with Pastor)

**QUALIFICATIONS**  
Ability to type and use church’s computer system. Working knowledge of Word and Gmail;  
(use of Excel, ServantKeeper, and/or Publisher - a plus)  
Ability to use basic office machines (copier, telephone, paper folder, etc.)  
Ability to maintain confidentiality  
Ability to communicate in a courteous mature manner  
Ability to prioritize and keep church office in an orderly fashion

**JOB RESPONSIBILITIES**  
Provide phone and receptionist coverage  
Prepare weekly church bulletin and weekly email announcements  
Collect information for mailings and create, duplicate, fold, collate, and mail/email them  
Maintain paper and computer files in an efficient and orderly manner  
Open and distribute US mail as appropriate. Process office email and maintain inbox  
Perform other duties as assigned

If interested, please send your resume to: First Congregational Church, UCC, 220 Main Street W., Cannon Falls, MN 55099.