

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.