

Part-Time (12 hr-20/hrs.-week) Administrative Assistant

CCUMC

The Chesapeake City United Methodist Charge is an equal opportunity employer. The Administrative Assistant position a part-time position, supervised and evaluated by the Pastor and Staff/Parish Relations Committee (SPRC). The assistant is responsible for the day/day operations of the church office including but not limited to:

- Assisting the pastor & other church staff, committee chairs and church members to achieve the mission and vision of the CCUMC.
- Handling such functions as church communications; responding to or directing e-mails to the appropriate person and/or committee; worship announcements; screening & directing telephone messages daily
- Maintaining the calendar schedules and coordinating use of the church buildings for church events; committee sponsored events; community group meetings, etc.
- Processing the semi-monthly payroll for church employees and the bi-weekly payroll for Pre-School employees using the QuickBooks program.

A detailed job description can be provided upon request. Interested parties should submit a resume and an e-mail of interest to the Staff/Parish Relations committee by sending to office@chesapeakecityumc.com or mailing to CCUMC, PO Box 196, Chesapeake City, MD 21915. NO PHONE CALLS PLEASE. Closing date of this posting is August 20, 2019. - **Required to pass Safe Sanctuaries and background checks upon offer of position and BEFORE a start date can be determined.**