

Fawn United Methodist Church

67 S. Market St. Fawn Grove PA 17321
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Job Posted: January 2019

Church Administrative and Financial Secretary

Fawn United Methodist Church is looking for a friendly and personable part-time administrative and financial secretary. The position is available immediately, but there is flexibility with the start date.

The 25 hours per week (5 hours per day) secretary position includes 1-week paid vacation and normal holidays off. The position is an hourly paid position starting at \$12.20 / hr.

Responsibilities include normal secretarial duties, such as, serving as secretary to the pastor and church staff, preparing financial and administrative reports, and serving as a conduit for information between the church, leadership, and community.

Successful applicants will be computer literate with demonstrated skills in typing, filing, and the ability to learn payroll. Attention to detail and the ability to multitask are important. Successful applicants will provide a cordial and welcoming atmosphere to all office visitors and communications.

An application and further job description details may be obtained on our website at www.fawnumc.org. Applications will be accepted until the position is filled. Once your application is received you will receive confirmation of receipt within four business days. If you have any questions, please do not hesitate to contact the church office or Pastor Stough. The church office is currently open between 8:30 am to 1:30 pm., Tuesday through Friday. Thank you for your consideration!

“creating Stepping Stone to Jesus, through relationships, ministries and service”

www.fawnumc.org