

Ad for Parish Secretary

Abiding Presence, Fort Salonga, is looking for a candidate with the following skills and experience:

- Proficient in Microsoft Word
- Excellent organizational and computer skills
- Excellent people skills and a caring attitude
- Provide administrative support to Pastor
- Provide support to other departments as needed
- Prepare weekly church bulletins
- Weekly updates and posting on church website and FaceBook page
- Maintain records for marriages, baptisms and funerals
- Maintain financial records of all offerings and financial contributions
- 3-5 years of experience in a church setting or general office setting
- Experience handling confidential, sensitive, timely and critical matters using good judgment, tact, respect and discretion
- Maintain database for church members
- Salary commensurate with experience
- 20-25 hours per week
- And other duties as they arise

Applicants may send resume and contact information to abidingpresenceoffice@gmail.com.