



Penn Central Conference of the United Church of Christ

Job Posting for ADMINISTRATIVE ASSISTANT

Penn Central Conference invites applications for a **part-time** staff position as **Administrative Assistant**. The ideal candidate for this position will have the ability to multi-task, be resourceful and organized to complete workload in a timely manner. This individual will be professional, efficient, comfortable working as part of a team and possess good computer/technology skills. More details available in the [job description](#).

Compensation:

This is a part-time position 24 – 28 hours per week, \$13-15 /hour. No additional benefits.

Applying:

Deadline for application is **August 1, 2018**. Candidates should submit the following:

- A 1-page letter detailing their qualifications with reasons for their interest in this position
- A current curriculum vitae
- Two letters of reference

All information should be submitted to conferenceminister@pccucc.org by August 1, 2018.

For more information about Penn Central Conference: Please consult the website www.pccucc.org or email Wendy Hepler whepler@pccucc.org. No phone calls, please.

Penn Central Conference of the United Church of Christ does not discriminate on the basis of race, color, sex, religion, age, physical or mental disability or sexual orientation.