

Middleburg Heights Community United Church of Christ seeks an Office Assistant to help manage busy church office. Copy and produce weekly worship bulletin, assist Administrative Coordinator in answering phones, greeting guests, and completing other office duties.

Required skills:

- Excellent organizational skills
- Ability to manage multiple tasks at one time amidst interruptions
- Remain flexible with regard to schedule and workload
- Maintain professional demeanor at all times
- Excellent customer service skills
- Ability to maintain confidentiality
- Ability to work independently and collaboratively as part of a team
- Excellent written and oral expression skills
- Proficient in use of Microsoft office suite: Word, Excel, Publisher, PowerPoint
- Familiar with database programs; able to quickly adapt to PowerChurch
- High school diploma or GED required

We offer:

- Caring, low stress work environment
- Paid vacation
- Flexible part-time schedule that averages 15 hours per week. Schedule varies with liturgical calendar and offers more flexibility in summer.
- Salary: \$12.50 per hour

Please submit a resume and cover letter no later than July 31 to mcgaw@mhcucc.org.