

**Harrisburg First Church of the Brethren  
Harrisburg, PA**

Announces a part time opportunity for employment as **Administrative Assistant** working 20 hours per week for Harrisburg First Church.

The ideal candidate will possess excellent communication and organizational skills and manage facility use scheduling. A high level of proficiency in Microsoft Word, Publisher, Excel, and PowerPoint is required. Experience working amidst a diverse ethnic and cultural environment and the ability to speak Spanish are a plus.

Candidate must have the ability to work well with limited supervision and and manage multiple tasks to meet weekly and monthly deadlines Candidate must honor commitments and values that are consistent with the ministries and program of Harrisburg First Church.

A valid driver's license and regular access to a reliable vehicle are required. This position requires pre-employment drug screening and a background check.

Position offers competitive salary and benefits.

Qualified candidates should submit via postal mail or e-mail *a letter of interest, resume, and three references* (two professional, one personal).

**Via Postal Mail:** Harrisburg First Church of the Brethren  
Attention: Pastor Belita Mitchell  
219 Hummel Street  
Harrisburg, PA 17104

**Via e-mail:** [admassistant219@gmail.com](mailto:admassistant219@gmail.com)

INTERESTED CANDIDATES are encouraged to visit the website of Harrisburg First Church of the Brethren, [www.hbgfirst.org](http://www.hbgfirst.org)