

**VENICE UNITED CHURCH OF CHRIST  
OFFICE ASSISTANT**

Vital, growing church seeks people-focused Office Assistant with excellent graphic and document production skills to support Pastors and church leaders. Handles daily office operations and communication functions including greeting visitors, answering calls, taking messages, and handling routine correspondence; maintaining electronic and paper files; maintaining the church calendar; compiling a current database of members; producing weekly bulletins, weekly email blasts, monthly newsletter, and other church publications; and preparing required reports.

Competence with Microsoft Office applications including Microsoft Word, Publisher, Excel, etc. Must be able to able to work email marketing platforms such as Constant Contact and Mailchimp. Website and Social Media skills are a plus.

Part-time, 25 hours per week in the office. Salary \$12.50+ an hour based on experience.

Two years office experience or equivalent education/training required. Send resume, cover letter and references to: Rev. Brenda Dowell at this email address: [veniceucc@gmail.com](mailto:veniceucc@gmail.com) or to 620 Shamrock Blvd, Venice, FL 34293. 941 493-6741.