

**First Congregational UCC, New Gloucester** is seeking a part-time **Church Secretary** to work closely with the pastor. Usual tasks include bookkeeping, reception, building use scheduling, calendar and website maintenance, Mailchimp newsletter development, etc. Essential skills: communication, organization, word processing, Quick Books Online, empathy, discretion. For details, see [www.ngucc.org](http://www.ngucc.org). For consideration, please email your resumé to [search@ngucc.org](mailto:search@ngucc.org).