

# **Part Time Position**

## **Administrative Assistant**

Spring Creek United Church of Christ is looking to fill the part time position (12 hours/week) of Administrative Assistant. The Administrative Assistant will manage the church office in an efficient manner and will be the first contact of members, visitors, and the community. Prior experience in an environment which required the performance of basic office skills is preferred. The Administrative Assistant must be proficient with the computer, Microsoft Office, and other church computer programs. The position requires someone who is detail-oriented, and has a high level of accuracy and ability to multi-task and assign priorities to multiple projects. Salary is dependent upon experience but will be a minimum of \$15 per hour for an entry level individual.

Email inquiries for detailed job description  
and applications for interviews to

**office@springcreekucc.com**