

The Westchester Community Church UCC seeks a part-time administrator.

Work includes updating the website and Facebook site, putting together worship bulletins for regular and special services, putting together the newsletter, answering phones, and being the point of contact for vendors (maintaining office supplies) and visitors. Other work is negotiable.

Required skills and qualifications

- Proven success in office coordination
- Written and verbal communication skills
- Strong time-management and multitasking abilities
- Proficiency with office applications, and aptitude for learning new software and website systems
- Ability to maintain confidentiality

Hours are daytime during the week, approximately 30 hours, negotiable.

Pay is approximately \$30,000 a year.

Please contact Westchester Community Church at 708/865-1282 if interested or with questions.