

## Office Administrative Assistant 8 week position- Start date TBD



### Primary Duties:

- Receptionist Duties- answering phone calls, communicating with staff, congregation and volunteers
- Assist with daily office duties
- Assist in creating online social media, and newsletter/website content
- Assist in creating digital copies of archived files
- Assist in creating content for pre/post service slides
- Other duties as assigned.

### Preferred Experience and Skills:

- Strong communication skills
- Task & Detail oriented
- Working knowledge of Microsoft Word, Excel and Outlook
- Able to work independently as well as work well in a group setting.
- Strong understanding of social media

Submit resume to: [melody@acomunityofgrace.org](mailto:melody@acomunityofgrace.org)