

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

JOB SUMMARY:

To create a system of continuous, effective, repetitive communication to connect everyone in the congregation. To create a climate of outstanding hospitality for anyone who calls or comes into the office.

SKILLS REQUIRED:

Minimum typing speed of fifty (50) words per minute. Knowledge of Microsoft Windows, Microsoft Publisher, and other programs. Strong organizational skills. Ability to set priorities

EDUCATION REQUIRED:

High school diploma with five years, or equivalent, computer/office experience

22 hours weekly. Working in the church office Monday through Thursday during office hours: 9 a.m. to 3 p.m. with a 30 minute lunch break.

For more information about the church visit our Facebook page at:

<https://www.facebook.com/TrinityUMCMadisonIN>

How to Apply

Please send a letter of interest and resume by email to: pastor@trinitymadisonin.com

- **Organization:** *Trinity United Methodist Church – Madison, IN.*
- **Contact:** *Rev. Dennis Ingle*
- **Phone:** *812-265-3059*