

## **Church Administrative Assistant/ Office Administrator**

Hope United Presbyterian Church

Ft. Myers / Estero, FL

Job Type: Part-Time (24 hours per week)

Position Start Date: September, October

**Job Description:** We are seeking an experienced Administrative Assistant to support the Pastor and congregation in church office operations. A successful candidate will be self-motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills as well as proficient in Microsoft Word, PowerPoint, and QuickBooks. This is a part-time position. Hourly pay rate commensurate with experience. Interested candidates should submit a cover letter outlining their interest in the position and the gifts and skills they possess along with a resume. Applications will only be accepted by email until the position is filled. Resumes will be reviewed as received. Please submit your resume to: [hopechurch@hopeunitedchurch.net](mailto:hopechurch@hopeunitedchurch.net) or deliver to 7470 Hickory Dr, Ft. Myers, FL 33967, attention – Linda Baldwin