

Church Secretary Vacancy
Part Time Position

Part-time: 8:30 to 11:30 AM (Mon. – Fri)

Salary Range: \$12.00 – 16.00 per hour

Qualifications: General Office experience; computer proficiency and willingness to gain additional training, as needed; ability to handle multiple tasks; possess written and oral communications skills.

**Forward Resume: The Presbyterian Congregation of Middletown
Union & Water Sts.
Middletown, PA 17057**

E-Mail: office@pcmdt.org

Deadline: August 18, 2017