

Church Secretary Vacancy
Part Time Position

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

***During the current pandemic, majority of the work can be completed at home. A minimum of one day a week will need to be spent in the church office.**

Salary Range: \$9,360 – \$11,700 per year

Qualifications: General Office experience; computer proficiency with Microsoft & Office Products and a willingness to gain additional training, as needed; ability to handle multiple tasks; possess written and oral communication skills.

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

E-Mail: office@pcmdt.org

Deadline: September 25, 2020