

**ARE YOU LOOKING FOR A FUN, PART-TIME JOB?**

# **CHURCH OFFICE ASSISTANT NEEDED**



Illustration by Chris Gash

**GREAT FOR STAY AT HOME MOMS & DADS**

**\$15 per hour / TUES-THURS.**  
*(10 weeks off in Summer)*

**IF YOU HAVE:**

**STRONG SKILLS IN MS WORD AND MS PUBLISHER.**

**GOOD WORKING KNOWLEDGE OF MS EXCEL.**

**ABILITY TO MULTI-TASK AND BE DETAIL ORIENTED.**

**ABILITY TO MAINTAIN CONFIDENTIALITY.**

**FAMILIARITY WITH THE CHURCH SEASONS AND LAITY RESPONSIBILITIES.**

**AT LEAST THREE YEARS OFFICE EXPERIENCE. *Church Office Experience Preferred But Not Required.***

**STRONG INTERPERSONAL AND PHONE SKILLS.**

**PROFICIENT TECHNOLOGY SKILLS.**

**CALL**

**(207) 781-3413**

**EMAIL**

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congregationalchurch.org](mailto:Fccofficemanager@falmouthcongregationalchurch.org)**

**[www.falmouthcongregationalchurch.org](http://www.falmouthcongregationalchurch.org) Website**

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