



A United Methodist Church
Lima, PA

Lima United Methodist Church is seeking a part-time administrative assistant. This is an 18 hour per week position (Monday-Friday), with some flexibility of work hours possible.

Candidates should possess excellent organizational, clerical, and interpersonal skills and the ability to pass required background checks.

Duties include:

- Support church administrative and clerical needs
- Answer phones, take messages, greet visitors
- Maintain and update membership and financial records
- Prepare weekly worship bulletins, monthly newsletters, other communications
- Update church calendar on website
- Pick up mail, order office supplies, and make copies
- Perform other duties as needed

Requirements:

- Strong working knowledge of Microsoft Office suite
- Ability to learn other databases and systems
- Ability to pass criminal background checks
- Working knowledge of social and digital media platforms (preferred)

Salary:

\$20 per hour. Maximum 18 hours per week. Position does not include any benefits.

Two weeks paid vacation after six months

Interested candidates should submit their resume and cover letter to limachurchSPRC@gmail.com. Applications will be accepted until position is filled.

Lima United Methodist church is located at 209 N Middletown Rd, Media, PA 19063