

Church Administrative Assistant Job Ad

Ohio United Presbyterian Church in Hopewell Township, PA is seeking to fill an immediate vacancy for its part-time Church Administrative Assistant who is retiring after twelve years. The Ohio United Presbyterian Church is a welcoming and hospitable community church located in the heart of Hopewell Township. We believe we are called to serve the people of Hopewell Township and the Church Administrative Assistant is integral to the mission and ministry of the congregation.

We are seeking an individual who embodies our values and who is dedicated to being part of a small but dedicated team. The successful candidate will be available to work on-site, Monday through Friday 9am to 3pm. He or she will be a self-starter; an excellent communicator; proficient in Microsoft Word, Excel, and Publisher; organized; and friendly and cheerful.

The church prefers to have candidates who are not members of our congregation but have the passion to serve others and the Lord. Knowledge of the Presbyterian Church organizational structure is a plus.

Mission Statement

Loving God; Loving neighbor. Helping my neighbor to love God.

Vision

A place to experience the hospitality and love of God in the center of Hopewell Township.

Values

Caring—We demonstrate the love of God for the whole world through caring for the spiritual, emotional, physical and intellectual needs of the Hopewell community. **Welcoming**—We believe that all people are welcome to be part of our church family. **Growing**—We believe God calls us to grow in knowledge of ourselves, of God, and the world. We are not perfect people. We believe God calls us as we are and God is transforming us to be people who love God and love neighbor. **Trusting**—We believe that God can be trusted even if He leads us outside our comfort zone and even if we are not quite sure what to do. **Praying**—We believe that our souls matter and connection with God through prayer, study and fellowship heals us and makes us whole.

Ohio United Presbyterian Church is an equal opportunity employer. Diverse candidates are encouraged to apply.