



POSITION:

CHURCH SECRETARY/ ADMINISTRATIVE ASSISTANT

This person is in charge of office operations in the church.

Hours: 9am – 1pm, Monday – Thursday

Pay Rate: negotiable, hourly employee

OVERVIEW:

- Must be a Christian who loves Jesus and represent not only Paso Robles Community Church but Jesus Christ Himself and demonstrate a real love and concern for all people. This is truly more a calling than a job!
- Must be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Must have general knowledge of all office equipment and supplies and a willingness to further their training.
- Must show a willing attitude of Christian service to their position and its responsibility.
- Must possess good telephone and communication skills.
- Must be able to deal with various types of personalities, both on the phone and in person, in a professional, Christlike manner.
- Must be an active member of a local church, preferably Paso Community!
- Perform general office work, under the supervision of the Pastor and cooperation with the other staff (current volunteer and paid).

QUALIFICATIONS / EXPERIENCE:

- At least a high school diploma, some college preferred.
- Experience with Apple/Mac including Pages, Numbers, Keynote, and basic ability to work with graphics.
- Basic accounting/bookkeeping procedures with a familiarity with Quickbooks.

If interested, please send your resume with references to:

Pastor Shawn Penn
% Paso Robles Community Church
PO Box 3914
Paso Robles, CA 93447

or email to:

shawn@pasochurch.com (email)



Paso Robles
Community Church

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