

## **Position Available: Church Office Secretary**

The Church Office Secretary is a full-time paid position.

### **Duties and Responsibilities**

The duties will include the following:

1. Answer telephone calls, provide information, and assist callers and visitors;
2. Manage the church office, files and records;
3. Provide clerical and administrative services to the pastors and church staff;
4. Maintain the church's master calendar of events;
5. Schedule appointments and draft letters and other correspondence;
6. Direct the maintenance and custodial staff;
7. Update the church's website;
8. Publish the church's newsletter.

### **Qualifications:**

Applicant should have the following skills, knowledge and abilities:

1. Minimum two (2) years secretarial experience;
2. Type at least 60 WPM accurately;
3. Excellent writing skills;
4. Proficient in Windows 7, Microsoft Office 2007 (Word, Excel, Access, Power Point, Publisher, Outlook), QuickBooks;
5. Great people skills, able to work independently as well as with others, strong attention to detail and priorities, strong organizational skills, and sensitive to confidential information;
6. Great sense of humor.

### **Salary and Benefits:**

1. Salary commensurate with experience;
2. Medical and dental coverage for employee only;
3. Paid vacation and sick leave;
4. Pension annuity contribution after 36 months of employment.

### **Contact:**

Send current resume with cover letter to:

United Church of Christ-Judd Street  
467 N. Judd Street  
Honolulu, HI 96817  
Attn: Personnel Committee

Application can also be e-mailed to: [info@uccjudd.org](mailto:info@uccjudd.org)

**All resumes will remain confidential and should be received by August 7, 2010.**