

Church Office Assistant Position



Position Announcement

Office Assistant

Contact Kathleen Thompson, Office Manager

kthompson@seasideumc.org

<http://seasideumc.org>

Seaside is an active and engaged United Methodist Congregation in Sunset Beach, North Carolina. This growing congregation seeks a committed and energetic individual to handle light front office and clerical duties.

The Office Assistant is one of the first staff persons many people will see as they enter the church office. Therefore we seek a person who exhibits positive energy and will represent Seaside to the public in a grace-filled way.

The Office Assistant will work with the Office Manager, Director of Communications and the pastors, to handle production (printing, copying, folding, etc.) of print materials developed in the church office. Duties will include assisting the pastors, other staff and ministry teams with office related tasks.

The successful candidate should evidence flexibility as well as an ability to work well with the public, congregation, and staff. Familiarity with common office equipment and basic computer skills are important. We expect high standards for quality and attention to deadlines.

Please submit resume and cover letter to:

Seaside United Methodist Church
Attn: Kathleen Thompson, Office Manager
1300 Seaside Road SW
Sunset Beach, North Carolina 28468

Or email to:

kthompson@seasideumc.org

A printable copy of this announcement is available [here](#).