

Orchard Lake Community Church, Presbyterian seeks an Office Administrator to serve as part of an overall staff team. This person will oversee the Church Office operation and provide administrative support to the pastoral staff, program staff, ministry teams, and members of the congregation. As the first point of contact for members and guests, applicants should be comfortable working in a faith-based organization and have excellent interpersonal and communication skills. A candidate should be proficient with office software (Microsoft Word, Publisher, mail merge, etc) and equipment. Ability to maintain confidentiality and work as part of a team is essential. Position is hourly (36 hours/week) and benefit eligible with compensation based on prior experience and expertise. Interested applicants should submit a letter of interest with a resume no later than February 28, 2018 to:

Pastor Paul H. Thwaite
Orchard Lake Community Church, Presbyterian
5171 Commerce Rd.
Orchard Lake, MI. 48324