

Celtic Cross Presbyterian Church of Warren, Michigan is seeking a Church Secretary. This position provides administrative service for the Pastor, church staff and committees. This position is also critical in that all communication (in person, phone calls and e-mails) flows through and is redirected by the Church Secretary. This is a part time position, 15 hours/week; Work days are Tuesday, Wednesday & Thursday 10AM-3PM. The church is located in Warren, MI on 10 Mile Rd. just west of Hoover. This is an hourly position, \$12/hr.

Requirements:

- Proficient in Microsoft Office products, emphasis on Word, Excel and Publisher
- High School Diploma or GED
- Experience preferred

Skills needed for success include:

- ability to organize and track status of daily, weekly and monthly duties;
- clearly communicate with all contacts and pass along information as needed;
- calmly handle all issues and concerns.

Please contact the church office for additional information. Send your resume information to:

Sarah Rasmussen, Personnel Committee

Celtic Cross Presbyterian Church
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Warren, MI 48089
586.757.7832
Email: office@celticcross.org
website: www.celticcross.org