

HAY STREET UNITED METHODIST CHURCH

320 Hay Street
Fayetteville, NC 28301

POSITION AVAILABLE

ADMINISTRATIVE ASSISTANT

Part-Time - 24 Hours per week - Monday through Thursday

This position provides clerical assistance to the minister and church committees and serves as the church receptionists. Oversees the daily operations of the church, including supervision of contracted services and part-time custodial staff. Coordinates church events working closely with the membership/volunteers, front-line guest relations, and responding to physical plant needs.

Knowledge of Microsoft office 365 Business Premium and One Drive; Google mail, slides, docs, calendar, photos, and drive; other equipment and software.

Send resumes to above address or email to office@haystreetchurch.org