



## Office Secretary

**Lakewood Presbyterian Church (LPC) seeks a part-time Office Secretary to assist our Pastor and Office Manager.**

This position is part-time, 12 hours weekly, Tuesday through Friday 9am to noon. Minimum qualifications include a high school diploma plus 2 years of experience. Church work experience is desired but not required. Must be proficient in the use of Microsoft Outlook and Word. Basic print design skills and familiarity with social media platforms. Must possess good language skills. As our church includes a Preschool, candidates must pass background screening at our expense.

### Position Summary

- Provides administrative support to the pastor and other ministry leaders
- Receives and assists campus visitors in various ways with needs and requests
- Creates a positive office atmosphere that is consistent with the church's mission to represent Christ and bring good news to our community.

**Email your brief cover letter and resume with references to our Personnel Committee:**

**[william.wilson.4340@gmail.com](mailto:william.wilson.4340@gmail.com).**

05-10-2024