**VACANCY – First Baptist Church of North Highlands**

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| **Position:** | **Church Secretary Position** |
| **Education:** | High School/College |
| **Salary:** | $10.00 per hour |
| **Hours:** | Part Time – on call no more than 24 hours per week |
| **Contact:** | Personnel Committee – Attn: Anthony Armstrong6125 Watt AveNorth Highlands, CA 95660916.332.1711 |
| Submit by: | August 3, 2012 |

The First Baptist Church of North Highlands is seeking a detail oriented, energetic church secretary to manage the church office and support the pastor and church staff. The office secretary is a key member on the pastor’s staff with a Christian service and should always display a positive image of the First Baptist Church of North Highlands.

**Qualifications:**

Candidate must be proficient at using Microsoft Office suite products and have excellent organizational and written/verbal communication skills. The candidate must be flexible, have good interpersonal skills and work proactively with the pastor, deacons, committee chairs and members of the congregation.

**Typical Responsibilities:**

* Provide excellent customer service
* Preparing, copying, and distributing the monthly newsletter
* Prepare the weekly bulletin; compiling announcements
* Being the first point of contact to church members and community via phone, email, etc.
* Monitoring and ordering office and other supplies

**Interested candidates should send resume and cover letter to:**

Personnel Committee Attn: Anthony Armstrong

6125 Watt Ave, North Highlands, CA 95660

916.332.1711