

Church Office Assistant Wanted

CHURCH OFFICE ASSISTANT WANTED. Part-time position at UU Church of Bloomington starts at end of April. The position averages 11 hours per week, including 3 hours on Sunday mornings 2 or 3 times per month. Starting pay is \$10.00 per hour. Skills include bookkeeping, editing, word processing, website updating and other online work, data entry, greeting and assisting members of the community, taking phone messages and responding to requests for assistance from senior staff and lay leadership. The person filling this position will work closely with our other Office Assistant to accomplish the numerous and detailed tasks on the Office Assistant list. Applicants should understand and support the purposes and principles of Unitarian Universalism. Please send resumé and letter of interest in pdf format via email to Carol Marks, Church Administrator, admin@uubloomington.org or via postal service to Carol Marks , UU Church, 2120 North Fee Lane, Bloomington IN 47408. Application deadline is March 30. No telephone inquiries, please.