

HIRING

Admin. Assistant

Support the pastor, staff and leadership of the church in fulfilling the mission of the church by running a welcoming and efficient front office.

- ♦ Monday—Friday, 8:30 a.m.—1:00 p.m.
- ♦ Pay based on experience
- ♦ United Methodist Safe Gatherings Certification (provided)
- ♦ Professional training as a secretary, office assistant, or administrative assistant is needed;; experience in any of these positions is preferred.
- ♦ MS Office proficiency necessary
- ♦ Church Windows experience a plus



Faith United Methodist Church

1623 Central Ave.—Kearney

308.237.2550

office@kearneyfaith.org

TO APPLY submit a resume via email or call ahead to drop-off.

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