## 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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