

**HELP WANTED—LOOKING FOR A
CHURCH SECRETARY**

*for Emmanuel Episcopal Church
in Norwich, NY*

Must have strong organizational and administrative abilities, proficiency with office software and ability to research and learn publishing software, excellent written and verbal communication skills, and the ability to maintain confidentiality.

Bookkeeping is a plus. 15-25 hours a week, depending on experience.

Starting pay rate at \$20 per hour. Benefits commensurate to hours worked.

IF INTERESTED CONTACT

emmanuelchurch20@gmail.com or 607-334-8801