

Small UMC in Northeast Illinois needs an office secretary. Hours are Tuesday through Friday from 8 AM to 1 PM. Applicant needs to have general office skills and knowledge of office procedures, meet the public well, and maintain confidentiality. Detail work and computer skills for Excel, Word, email, website, Media Shout and other church related programs or willingness to learn are required. Will work with the Pastor and committee chairs on projects. Needs to complete weekly bulletins and monthly newsletter. \$13.00 / hour.

For more information or to apply, please send letter of interest and resume to [connielcarr@aol.com](mailto:connielcarr@aol.com) immediately.