

POSITION(S) AVAILABLE

ADMINISTRATIVE ASSISTANT

\$15.76/hr

Part-time: M-F 9am-3pm

REQUIRED QUALIFICATIONS:

- Must be committed to Christ with high standards of Christian conduct
- High School Diploma or equivalent training
- Have a minimum of one year experience in general office work
- Proficient in MS Office, Zoom and other automated software
- Knowledge of automated office equipment and efficient office procedures
- Good telephone etiquette
- Good oral and written communication skills

DUTIES: To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the church office.

PERCUSSIONIST (DRUMMER)

\$150/Sunday

Part-time: Sunday and rehearsals

REQUIRED QUALIFICATIONS:

- Must be committed to Christ with high standards of Christian conduct
- High School Diploma or equivalent training
- Experience working in music ministry as a drummer
- Self-motivated
- Ability to work well with others

DUTIES: To play the drums for the various worship services of the church, while providing assistance to the choirs and other musicians participating in worship. The church drummer will work positively as a part of the staff team to provide worship experiences in music.

ORGANIST (MEN'S CHOIR)

\$300/Sunday

Part-time: 2nd Sunday and rehearsals

REQUIRED QUALIFICATIONS:

- Must be committed to Christ with high standards of Christian conduct
- High School Diploma or equivalent training
- Experience working as lead organist for choir
- Experience directing a Men's choir
- Ability to work well with others

DUTIES: To provide direction and leadership to the Men's Choir. The Men's Choir organist will work positively as a part of the staff team to provide worship experiences in music.