

*BETHANY PRESBYTERIAN CHURCH
5403 N. SECOND STREET
LOVES PARK, IL 61111*

Administrative Assistant – Part-Time

Bethany is seeking an individual who has knowledge of the workings of a faith community. To thrive in this role, this individual will need to be a self-starter, excellent communicator, effective organizer, detail-oriented and comfortable with a wide variety of people. Bethany desires someone who has experience in coordinating the publishing of weekly bulletins and monthly newsletters. It is essential to have someone who can handle confidential communications, is sensitive and responsive to the public in person, on the phone and via email. We seek someone with intermediate or advanced level of proficiency with Word, Excel and a variety of other computer software. Please send a letter of interest along with a current resume by October 28, 2016 to: Bethany Presbyterian Church, Attn: Personnel, 5403 N. 2nd. St., Loves Park IL. 61111 or email office@bethpc.org Please no phone calls.

