

Our Saviour Seeks an Administrative Assistant

The Episcopal Church of Our Saviour in Richmond KY is seeking an Administrative Assistant. This is a part-time position, 15 hours a week, \$10-\$12 per hour.

Must be personable, caring, and confident in working with the people diverse backgrounds. We are a church that is welcoming of all people.

Regular office hours include Mondays. Remaining hours will be established, with some flexibility by the new Administrative Assistant and the Priest and or Wardens. This is not a work from home position, as the Administrative Assistant is an important part of ECOS's public profile.

Must be proficient in MS Office, particularly Word, Excel, Publisher, and Power Point.

Experience with maintaining Social Media and websites.

The successful candidate will provide a resume and a cover letter explaining why you want a part time position. Please be specific about computer skills, employment history and volunteer experiences with religious or civic organizations. Email to office@oursaviourky.org or leslied.farris@gmail.com.

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