

POSITION AVAILABLE

Mt. Zion Baptist Church of Holmesburg
8101 Erdrick Street
Philadelphia, PA. 19136
215 624-8869

Position: Part-time Church Secretary (2)

Description:

- Perform varied and routine clerical duties.
- Responsible for a wide range of preparing church correspondence, reports and agendas as required.
- Receive and distribute mail and monitor phone calls.
- Assists in preparing materials for meetings, programs and workshops.
- Maintain a centralized filing system.
- Schedule office hours.
- Prepare/update sick and shut-in list.
- Perform related duties as assigned.
- Prepare Sunday bulletin.

Qualifications:

- Excellent clerical and technical skills.
- Ability to work independently and
- Collaborate with others.

Sample work Schedule:

- Monday, Tuesday and Wednesday 9:00 am– 12:00 pm

Interested persons please submit your resume to trustee@mountzionbaptist.org

