

HISTORIC FRANKLIN PRESBYTERIAN CHURCH
Franklin, TN

POSITION: Administrative Assistant (Part-time)

ANTICIPATED START DATE: September 10 or 17, 2019

POSITION DESCRIPTION:

- Provide administrative support to the Pastor and staff;
- Organize the functions of the church office and schedule their completion;
- Perform specific administrative tasks both personally and by directing the work of others as assigned.

This is a 20 hr./wk. position, excluding a 30 minute lunch break, with 18 of the 20* structured as follows:

Tuesday 8:30am – 3pm
Wednesday 8:30am – 3pm
Thursday 8:30am – 3pm

*Hours 19 and 20 are flex hours to cover, when needed, arriving early and/or staying late and/or completing work away from the office.

QUALIFICATIONS:

- High school diploma + a minimum of 3 years experience in office administration; experience in church office administration is desired, but is not required.
- Knowledge of and experience with a variety of office equipment, computers, computer software such as Microsoft Office and software related to preparing and publishing print materials as well as experience uploading content to a website.
- Experience with specific church-related software such as Power Church is desired, but is not required.

SALARY: Commensurate with experience

INTERESTED? Please email a resume and letter of interest to hr.hfpc@gmail.com.

Additional information about the position is available upon request.

Historic Franklin Presbyterian Church is an Equal Opportunity Employer.