



**COMMUNITY
CONGREGATIONAL**
UNITED CHURCH OF CHRIST

Is hiring a part-time 16 hr/week

CHURCH SECRETARY

- 5 years experience in office setting
- Excellent verbal and written communication
- Proficiency in Word, Keynote or PowerPoint, Canva
- High attention to detail
- Strong organization and multitasking abilities
- Ability to problem solve



APPLY NOW!

Pay based on experience



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To request the full job description
and to send your resume email:

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