

HIRING

Administrative Assistant

Cedar Grove United Methodist Church

5965 Deale-Churchton Road, Deale, MD 20751

Flexible Hours: 15-20 per week

Pay: \$15 per hour

Skills:

- Strong Organizational Skills
- Strong Communication Skills
- Proficient in Word, Excel, Outlook, PowerPoint and Publisher
- Have Good Technological Skills All Around (like searching the web, using Facebook, and ability to learn new programs quickly)

Send Resume to SPRC@CGUMC.ORG