

If you are looking for a position in an organization that cares for all people, our Administrative Assistant role at the Grinnell United Methodist Church may be of interest to you. This position provides support to our pastor, staff, and congregation including making and receiving phone calls, production of weekly bulletins and monthly newsletter, management of membership database, church website, and electronic communications. The work week runs from Monday through Thursday for 30 hours. Compensation includes a competitive hourly wage, a health care stipend and a pension contribution. Candidates must have excellent computer skills including MS Publisher, Word, and Excel as well as strong interpersonal, written, and verbal communication skills, and a commitment to confidentiality. Please submit a cover letter, resume, and three letters of reference electronically to adminassist@grinnellumc.org on or before June 15, 2023.