

OFFICE MANAGER FOR ELFINWILD PRESBYTERIAN CHURCH

This person will provide support for the day to day ministry and operations of the church. Must be computer literate; have a workable knowledge of administrative and clerical procedures / systems; possess excellent communication skills; have a positive attitude in working with diverse populations; and view this position as one of serving others.

This position will be 30 hours per week, 6 hours per day (9:00 AM to 3:00 PM); limited benefits as per employee handbook; and compensation provided in consideration of education and experience.

Please call or stop by the church to obtain an application.

Elfinwild Presbyterian Church
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Glenshaw PA 15116

412-486-5400

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www.elfinwildchurch.org