

# Christ Community Church



## Seeking Part-time Office Assistant

Christ Community Church is currently seeking a part-time Office Assistant to provide general office support to our Ministry Staff and Church Officers through a variety of clerical activities and related tasks, often working under deadlines.

Duties include greeting visitors and answering incoming calls in a professional manner, maintaining a clean and orderly office environment, typing various documents & spreadsheets, working within large database system, photocopying, and managing additional weekly projects as assigned.

Excellent phone etiquette and an ability to multitask is required. A well qualified typist with attention to detail and proficiency in the use of Microsoft Office 2010 - Outlook, Word, Excel, and Publisher is critical. An ideal candidate must maintain confidentiality and be able to carry out duties in a timely manner.

We are looking for someone who has:

- ~ **Strong computer skills** (the majority of the work day is spent at the computer)
- ~ **Has a servant's heart** (making photocopies, bringing in the mail, folding & stuffing envelopes, wiping off counters, answering phones & making phone calls, are all important & vital areas of serving the ministry team)
- ~ **Is willing to learn new skills** (working within our church database system, editing church website, etc.)

Interested and qualified candidates may apply by sending a resume to [office@christcommunitychurch.com](mailto:office@christcommunitychurch.com)

Office Hours: Monday—Thursday 9:00AM to 4:00PM

### Christ Community Church

1603 SW 122nd Street  
Gainesville, FL 32607

352.379.4949

[office@christcommunitychurch.com](mailto:office@christcommunitychurch.com)

