

Church Secretary/Bookkeeper

Are you looking for an opportunity to work in a welcoming, relaxed, supportive and spiritually vibrant environment? Come join the staff at Buckingham Presbyterian Church in Berlin MD! Duties include office management, staff and event schedule coordination, worship materials and church newsletter production, church communications and light bookkeeping (including payroll). Must be proficient in Word, Power Point, MS Publisher and Quick Books. Experience with Excel, website design and social media platforms a plus. PT, 12-15 hours/week, flex schedule.

If interested, send resume with three references (two professional/one personal) to: **Buckingham Presbyterian Church, 20 South Main Street, PO Box 248, Berlin MD, 21811** or email to: **info@buckinghampcusa.org** (subject: secretary). Resumes will be received until October 15. Interviews will be scheduled in late October/early November. EEO