

OFFICE MANAGER - Ghent UMC in Norfolk, Virginia is seeking candidates interested in working part-time 18 hours - 4 days a week. The Office Manager is the initial point of contact for visitors to the church office and provides administrative support to the Pastor, staff members and committee chairs. They work both independently and in concert with other staff.

Qualified candidates are of the Christian faith and must be patient, attentive, a good listener and compassionate to the needs of those who reach out. They must be flexible in changing work priorities, display excellent organizational and interpersonal skills and be capable of using computer systems for communication and data management. Ability to maintain confidentiality is essential.

Duties and Responsibilities will be shared with applicants. \$18.45 hourly rate.

Interested candidates, please email a cover letter, resume and any additional information to: jobs@ghentumc.org

Position open until filled.