

Our administrative assistant is retiring, and Southminster Presbyterian Church will be hiring a replacement. Candidates must have experience in all office procedures and excellent communication skills. Microsoft Office experience is necessary, as well as competent telephone, filing, and people skills. Church software and website maintenance knowledge desired, or willingness to learn. This position requires website updating and PowerPoint presentation development. In addition to church record keeping, publication production, website updating, and basic bookkeeping, candidate will also interact with people who are seeking assistance from the church. Hours are 32 per week (Monday through Thursday). Salary dependent on experience. Benefits available after probationary period. References and resume required. Contact Personnel Committee, Southminster Presbyterian Church, 6500 Overland Road, Boise, ID 83709. Resumes can also be sent to webmaster@spcboise.org.