



TRINITY UNITED CHURCH

WARREN, NJ

Looking for Martha

Trinity United Church in Warren, NJ a small and vibrant church, is seeking a part-time (20-29 hrs. a week) church secretary. Computer skills, a can-do positive attitude and flexibility with the schedule are a must.

Responsible for:

- Maintaining the church digital presence (via Faithlife Equip software) including social media
- Creating the newsletter by seeking contributions from the leadership
- Assisting the treasurer with maintaining records via QuickBooks
- Assisting the pastor with bulletin and Sunday worship presentation preparation
- Supporting the board of the church in the performance of their role
- Keeping the office in good order and properly supplied

This is a W2 position with paid vacation.

The church would prefer someone who has been in such role before but would consider a person with experience in a similar role in the not-for-profit sector.

Contact the pastor for details or to apply with your resume at pastor.TUC@gmail.com