

Forest Hills Presbyterian Church

1840 Ardmore Blvd

Pittsburgh, PA 15221

412-241-1647

### Administrative Assistant

We are seeking a part time Administrative Assistant to support our Pastor, Session and congregation at large. In this role you will perform a variety of office duties, including:

Greeting Folks

Answering phones and emails

Handling correspondence

Generating PowerPoint and Bulletins for Sunday worship

Coordinating projects and events

Updating church calendar

Creating and Maintaining files

[Additional tasks may be assigned at the discretion of the Pastor]

The job involves 6-8 hours per week around a flexible schedule and depending on the season of the year.

To qualify, the candidate must have experience, adequate computer skills and the ability to multitask. Employment requires the following clearances: Child Abuse History Clearance (Act 33), FBI Record Check and Pennsylvania Criminal Background Check.

**Please submit resume to:**

Personnel Team

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