

## **JOB OPENING FOR A CHURCH ADMINISTRATIVE ASSISTANT**

The United Presbyterian Church of Whitinsville is looking for a part-time (16 hour per week) Church Administrative Assistant (experience required). Must be proficient in MS Office and web-based communication. If interested send a resume/cover letter to [bookmen3@msn.com](mailto:bookmen3@msn.com) (please include Church Job Search in the subject line) or send a resume/cover letter to Personnel Committee United Presbyterian Church of Whitinsville 7 Spring Street, Whitinsville, MA 01588.