



Position Posting: Administrative Assistant
Southminster Presbyterian Church, Indianapolis

Southminster Presbyterian Church, located at 9950 Southeastern Ave. in southeastern Marion County, is seeking to fill the position of Administrative Assistant.

This position provides support on report generation and general communications regarding the mission and business of the church. The primary skills required for the position are; basic bookkeeping, familiarity with word processing, spreadsheet and database software, and comfort with editing of content for church bulletins.

This position requires an average of 10 hours per week and could possibly allow for flexible work hours. The position is eligible for two weeks of paid vacation per year, based on 10 hours per week.

Interested applicants should submit a short summary of their qualifications and interests to office@southminster-pcusa.org or mail them to:

Personnel Chairman, Southminster Presbyterian Church,
P.O. Box 39008, Indianapolis, Indiana 46239-0008.