Speedwell Height BIC, near Lititz (Pa.), is seeking an experienced Office Administrator to support its staff and office operations. This is a part-time hourly position, averaging 16 hours per week, which does not offer benefits. Compensation is commensurate with experience.

The successful candidate will be self-motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills. He/she must possess strong organizational skills, proficiency in office procedures and methods to ensure work flow, knowledge of office computers and software (Microsoft Office Suite required; desktop publishing, Facebook and web page skills a plus). This person must be able to multi-task, be flexible in their job routine, work as team member in a collaborative environment, and relate well to other church staff, congregants and visitors. A detailed position description for specific duties and required skills is available upon request.

Interested candidates should submit a cover letter outlining their interest in the position and the gifts and skills they possess along with a resume and salary requirements. Applications will be accepted by mail or email at the address below until the position is filled. Resumes will be reviewed as received.

Send cover letter and resume to:

Warren Hoffman, Interim Lead Pastor

Speedwell Heights BIC Church

413 W Brubaker Valley Road

Lititz, PA 17543