

## **Job Opening**

### **Parkway Presbyterian church is seeking a Part-time Administrative Assistant/Office Coordinator**

Looking for a person with good communication and interpersonal skills, well organized, with the ability to work independently and ability to multitask. This position serves as primary support for the Pastor.

Ideal candidate needs strong computer skills, preferably database experience or willingness to learn. (ACS Technologies). Have a pleasant attitude and the ability to work/coordinate with all types of church volunteers.

Enjoyable work environment, easy parking, friendly people.

Submit resume and references to:

[pmmg1401@gmail.com](mailto:pmmg1401@gmail.com)  
attention - personnel