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**FIRST CONGREGATIONAL
CHURCH OF SANTA ANA –
UCC**

**2555 N. Santiago
Santa Ana CA 92706**

**Wanted:
Part time secretary/Office
Administrator**

**WANTED – A PART-TIME SECRETARY/OFFICE ADMINISTRATOR
FOR OUR CHURCH**

- Hourly pay will depend upon experience.
- Applicant needs to be skilled in Word, Excel, and Power Point.
- Days and hours will be mutually agreed upon.
- Expect the position to require about 12 hours weekly.
- Starting date is now.

Please send resume to:

First Congregational Church of Santa Ana – United Church of Christ
2555 N. Santiago Avenue
Santa Ana CA 92706

We will contact you by phone to set up an interview.