

NORTH CHEVY CHASE CHRISTIAN CHURCH (Disciples of Christ), Chevy Chase, MD

Job Title: Part-Time Office Secretary with Facility Management Responsibilities (Training provided)

9am-3pm On-site Tues-Wed; Remote optional for Thurs.

Interim Supervisor: Moderator of the Board

Send Applications & Resume to: northchevychase58@gmail.com

For full job description, please visit our [website](https://www.nc4disciples.org/member-resources). (<https://www.nc4disciples.org/member-resources>)

Job Summary:

We are looking for a Part-Time Office Secretary to handle administrative duties and assist with facility management to ensure smooth office operations.

Key Responsibilities:

Administrative Duties

- Manage facility scheduling and bldg. access for community and church groups
- Manage internet communication and print materials including weekly E-minders and Sunday bulletins; organize and maintain files; answer phone calls and greet visitors
- Monitor and order office and custodial supplies
- Prepare information and post to internet sites (incl. NC4 website)

Facility Management Tasks:

Requires: Moderate lifting and mobility required.

- Coordinate maintenance, inspections and repairs with volunteers, custodian and Project Manager
- Coordinate IT maintenance and repairs with IT volunteer
- Serve as liaison with vendors and service providers.
- Assist in space planning for building users

Qualifications:

High School Diploma (minimum)

3 years+ related experience. Experience with religious/church organizations preferred.

Proficiency in MS Office; willingness to learn new programs used by the Church

Strong organizational and communication skills.

Benefits:

Vacation, sick, and family leave; certain holidays including two floating holidays and the week between Christmas and New Year's; and a benefit which the employee may use toward health insurance/health expenses. NC4 does not provide health insurance.