



# TEMPORARY ADMINISTRATIVE ASSISTANT

*at United Community  
Church of Morrisville*

***Become a valued member of our team!***

- 3 days, 10 hours a week (in office)
  - \$15/hour with no benefits
- Proficiency in desktop publishing, Microsoft Excel and Word
- Confidentiality, organizational flexibility and excellent communication skills

***Send your cover letter and resume to:***  
***[jastancliff@pshift.com](mailto:jastancliff@pshift.com)***

*Please no phone calls. EOE.*

***85 Upper Main St. • 802-888-2225 • [UnitedChurchMorrisville.org](http://UnitedChurchMorrisville.org)***