



*The First Church of Christ in Hartford*

## **RECEPTIONIST/OFFICE ASSISTANT**

PART TIME CHURCH RECEPTIONIST/OFFICE ASSISTANT POSITION TO START ASAP. Hours: Thursday 11am-3pm; Friday 9am-1pm. Total hours per week: 8. Must also be available to work Monday-Friday 9am-3pm several weeks per year to cover staff vacations, and to cover occasional sick time. \$11.00/hr. Great entry-level opportunity. Skills required: Pleasant demeanor, handling phone calls and front doors, MS Word, and misc. office tasks. Downtown Hartford location/free parking. Email resume and cover letter to Marie Ferrantino, Office Administrator - [marie@centerchurchhartford.org](mailto:marie@centerchurchhartford.org). (No phone calls.)