

Covenant Presbyterian Church
18630 SE Division St.
Gresham, OR 97030

Church Organizer/Church Coordinator

This is a part time position with flexible hours that supports the outreach and ministries of Covenant Presbyterian Church in Gresham, Oregon. The job is for 15 to 20 hours per week in combination of fixed and flexible schedule. This includes leading meetings, developing relationships with people and organizations, combined with clerical responsibilities. Computer skills should include (PC- Word, Excel, PowerPoint and other applications and programs.) The Church Organizer/Coordinator will connect with staff, church members, space users/renters, the surrounding community and the general public as they facilitate the use of our facility and the growth of our ministries. The person who holds this position is under the direct supervision of the pastor, who will assign tasks and set priorities.

Duties: Secretarial/office, work with church committees, work with the greater community and organizations. Requires working with the pastor, church leaders, church group, church users and outside community.

Other preferences, but not required: Multi-lingual, especially in Spanish; familiarity with church institutions.

Compensation: \$20-\$25 per hour, depending on experience. Includes paid vacation and sick time.

Please send letter of introduction and resume to: personnel@covenantgresham.org. Apply by September 5th.