



# HOLMAN UNITED METHODIST CHURCH

## *Church of the Bells*

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### Job Opening

### Saturday School for African American History (SSAAH)

**Position:** Receptionist/Office Clerk (Part time)

The SSAAH ministry is seeking a Receptionist/Office Clerk to be an ambassador for the program and be able to perform the tasks/duties related to the position, to include:

- Meet the public courteously, answer questions in person, via telephone and electronically
- Establish and maintain cooperative and effective working relationships
- Proficiently use the computer to create documents and flyers, communicate, compose correspondence, manage social media
- Maintain and manage inventory of supplies and material
- Maintain filing systems and retrieves information on request
- Manages office mail, make appointments, create and maintain files, maintain confidentiality of participants and records, maintain master calendar
- Participates in meetings
- Performs any other normal office procedures as required.

### **Skills/Ability to:**

- Perform modern office procedures, filing methods/systems
- Communicate in English, use business English, including vocabulary, correct grammar usage, punctuation
- Operation of standard office equipment
- Computer proficiency, type with accuracy
- Understand and carry out oral and written directions
- Formulate written communications with accuracy of facts and meaning.
- Report to the Executive Director of SSAAH or a designee.

Contact Information: [ssaah@holmanumc.com](mailto:ssaah@holmanumc.com) Attention: Jo Isabel-Jones

Send application/resume: [ssaah@holmanumc.com](mailto:ssaah@holmanumc.com) or

SSAAH

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3320 W. Adams Avenue

Los Angeles CA 90018

Application deadline: June 29, 2024

***“Inviting people into discipleship with Jesus Christ for the transformation of the world.”***