

Antrim Brethren in Christ Church is seeking an Office Assistant to join our staff. This could be a full-time or part-time position depending on the candidate. The focus of the position is to assist in the various office functions in support of the staff and congregation. Responsibilities include (but are not limited to): interaction and communication with the staff, congregation and the community; collection and input of data; maintaining records; assisting with the production of reports and presentations.

The successful candidate should possess: excellent interpersonal and communication skills; experience working in an office setting; experience working on MS Office programs; the ability to receive directions and learn new skills.

Antrim BIC offers a competitive salary and fringe benefits package that includes family medical coverage, retirement contributions, generous paid time off, and training/educational opportunities.