

**ADMINISTRATIVE ASSISTANT- CHURCH OFFICE**  
**St. Peter's By-the-Sea Presbyterian Church, Huntington Beach**

St. Peter's By-the -Sea is currently recruiting for an Administrative Assistant for our church office. This is a full time, exempt position. A partial listing of skills includes, excellent oral and written communication, ability to work both independently and within a team. Excellent computer knowledge including Word, Excel, PowerPoint and ability to update/edit church Web site; familiarity with CMS (Church Management System) helpful. Salary is \$40,000-\$45,000 annually depending upon experience. For more information about the position and a copy of the job description please contact the church office at 714-846-6641, M-F, 8a to 4p or email your request to [info@stpetershb.org](mailto:info@stpetershb.org). To learn more about St. Peter's, please see our web page at [www.stpetershb.org](http://www.stpetershb.org).