

The United Presbyterian Church in Levittown NY is seeking an Administrative Professional to provide 15 hours per week of administrative and technical support through a combination of in-person and remote work, utilizing multiple media, software, apps, and equipment at the Church. 5 hours on Sundays 8am-1pm in-person at the Church (non-negotiable) and 10 additional hours per week, remote or in-person as needed. Must love working with people, data, and technology in equal measure. \$20-\$24 per hour, Paid Time Off (PTO), and continuing education reimbursement. For the full job description please visit [www.upcml.org/go/AdminProfJD](http://www.upcml.org/go/AdminProfJD).

To apply please send your resume to [upcmlemail@gmail.com](mailto:upcmlemail@gmail.com) by January 12, 2024. For more information, contact Rev. Katie Mulligan at [PastorKatie@upcml.org](mailto:PastorKatie@upcml.org) or (516) 331-1014.