



THE HISTORIC
CALVARY
BAPTIST CHURCH
OF DOVER, DELAWARE

JOB ANNOUNCEMENT

Church Secretary Position

We are seeking a dependable and detail-oriented **Church Secretary** to provide administrative support to our pastor and within our church office.

Qualifications required:

- Prior administrative experience required
- Personable with a professional attitude and strong interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, Outlook) and Google apps
- Comfortable operating standard office equipment (copiers, printers, and scanner)
- Ability to maintain confidentiality; must be willing to sign a Non-Disclosure Agreement (NDA)

Schedule:

Tuesday – Friday (Weekly) | 10:00 a.m. – 2:00 p.m.

Other info:

Applications are available at the Queen Street church office or the church website. Completed applications can be submitted via email to finance@calvaryforward.org or in person to Queen St. church office.

For more information, please contact Trustee Jeanel Lofland