

Office Manager Position Announcement

Office Manager, 20 hours/week, \$28,000/year, plus benefits. Click [*here*](#) for the complete job description. The ideal candidate:

- 1) wants to work in a safe and respectful atmosphere, with colleagues who will appreciate your work.
- 2) enjoys doing different things each day.
- 3) has experience with general office procedures and a willingness to work in a faith-based environment.

Send résumés to Rev. Mary Beth Lawrence, Gaithersburg Presbyterian Church, 610 S. Frederick Avenue, Gaithersburg, MD 20877 or office@gpchurch.org.