

## **Part-Time Office Manager**

**Office Manager position available at St. Thomas' Episcopal Church** in Camden, Maine. Requirements: skilled in Microsoft Word & Publisher, proven ability to maintain confidentiality, willing to work on Website and Social Media, above average communication skills, both phone and written, resource for community services. 15-20 hours per week, \$17.00 per hour. Please submit resume to the Rev. Lisa Fry at [rector@stthomascamdenme.org](mailto:rector@stthomascamdenme.org)