

Church of the Nazarene, Inc.
Job Description

Job Title: Office Assistant
Working Title: Office Assistant
Department: CAO
Office: Stewardship Development – COMPASS Initiative

Summary

Part-time (15-20 hours/week)
Temporary (6-9 months)

This person will give administrative support to the assistant director of the COMPASS Initiative. Duties will include tracking and reporting expenditures and managing program participants' applications, report, and requests.