

Church of the Nazarene, Inc.
Job Description Summary

Title: Administrative Assistant
Department: Global Education & Clergy Development
Reports To: Global Clergy Development Administrative Director

Summary:

Part-time, 20 hours/week

This person will assist the Global Clergy Development Administrative Director in fulfilling the objectives of the ministry, including email and phone communications, management of assigned projects or portions of projects, and occasional travel.

Please contact Human Resources at humanresourcesgroup@nazarene.org for more details on the job description and qualifications. Thank you!