

**Church of the Nazarene, Inc.
Job Description Summary**

Title: Administrative Assistant
Office: General Secretary's Office
Reports To: Administrative Director, General Secretary's Office

Summary:

Full time, temporary through September 2023

This individual will provide essential support to the General Secretary and Administrative Director of the General Secretary's Office through office coordination, daily administration, and regular and annual financial tasks. In addition, responsibilities will include administrative assistance with the management of *Manual*-mandated General Board and General Assembly activity.

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