

Westover Hills Presbyterian Church in Little Rock is seeking a full-time administrative assistant. Word processing skills and a cooperative work style are required. Accounting skills and knowledge of publishing software programs are preferred, and willingness to acquire skills in these areas will be essential. A background check is required. A job description is available for review by applicants. Salary is based on experience, with a range between \$25,000- \$30,000. Please submit a letter of application, along with a resume and three references to: office@westoverhills.org. The position will remain open until filled.