

**Position Summary:** The Presbytery of Los Ranchos seeks a full-time Executive Assistant to provide administrative support to the Presbytery's Co-Executives and the Presbytery office in general.

Familiarity with fundamental office processes is essential. Work will include scheduling meetings and appointments, processing communications, and managing office space and equipment.

Appropriate candidates will have strong computer skills, orientation to detail, and the ability to independently manage multiple projects both alone and in cooperation with others. Fluency in English is expected. Skills in Spanish and/or Korean are not required but will enhance the applicant's position. The position is forty hours per week, non-exempt with benefits, and is supervised by Forrest Claassen, the Presbytery Co-Executive for Governance and Congregational Leadership.

**To apply, please send [Forrest Claassen](#) a cover letter describing your interest in and qualifications for the position, together with a recent resume that includes contact information for three references.** For more information about the objectives, responsibilities, and qualifications of the position, please contact Forrest Claassen at the email address above. Thank you!