



West Cohasset Chapel

WORSHIP | BUILD | SEND | SERVE

Job Posting

Office Secretary/Receptionist

Schedule: Hourly Position (up to 24 hours per week)

Posting will close: When filled

Start date: When filled

Job description and application are available here on the bulletin board and on the WCC website: westcohassetchapel.com.

Please submit application material (Cover Letter, Resume, WCC Application and 2-3 letters of recommendation) to:

West Cohasset Chapel

24650 State Hwy 6

Cohasset, MN 55744

Office Hours: Monday, Tuesday, Wednesday & Friday (9am-2pm)

Submit to: Personnel Committee, Kirk Adams

(kirk.adams@deerwoodbank.com)

Hourly Wage: Based upon qualifications and previous experience in accordance with the WCC hourly wage chart.