

January 26, 2010

Dear Rev. Hill,

As a fellow ECC pastor, I wanted you to be aware that we have a part-time position open that may be of interest to people in your congregation. The position is a permanent, part-time job as an administrative assistant, Monday through Wednesday, 8:00 am to 4:30 pm. The position pays \$13/hour and includes some benefits. We are looking for a person who has strong computer skills, especially on Microsoft Word, strong organizational skills, and strong interpersonal skills. We are located in the western suburb of Westchester, near where Mannheim Road intersects with I-290. This is an opportunity to work for a not-for-profit agency that is assisting pastors in many denominations. If you know of anyone in your congregation who might be interested in this kind of work, please encourage them to email me at this address with their resume.

Thank you,

Ross Peterson
Executive Director
Midwest Ministry Development
708-343-6268