

## Temporary Office Professional

**Fort Street Presbyterian Church is seeking a Temporary Office Professional** to support the operations of the church during a staff member's family leave. This position is responsible for managing the financial records of the church, for ensuring that the building's facilities needs are being addressed, and for assisting with payroll for a 30-person staff.

Fort Street Presbyterian Church operates Open Door, a program that provides a meal service and clothing for homeless and indigent individuals in downtown Detroit. Fort Street also has a thriving music program, including the Fort Street Choir that leads the congregation in worship each Sunday and the Fort Street Chorale, a volunteer-based choir with two performances each Christmas and Spring. Fort Street's historic building was completed in 1855 and is one of Downtown Detroit's historical treasures, hosting weddings special events regularly.

This is a part-time position and is ideal for a detail-oriented individual who can work proactively to address concerns as they arise. Résumés may be sent to Eric and Anne Lange at [pastor@fortstreet.org](mailto:pastor@fortstreet.org).