

Church Administrative Assistant

Job Description

Good Shepherd Lutheran Church is looking to hire an Administrative Assistant to handle necessary weekly worship bulletins and worship materials; monthly newsletters; maintain monthly schedule for elders, ushers, lectors, and organist; annual calendar of events, vacations, and special services; and daily office duties. Daily office duties will include communications with congregants, visitors, and board members; maintain Pastor's schedule and support as directed; maintain church's data base; coordinate with outside contractors; order office supplies; daily communications; and special activities as assigned. Practicing Christian is preferred.

Applicant should be a well-organized, independent professional with good communication skills to interface with our staff of professionals and many volunteers. Must be computer literate, able to handle word processing and specialty worship programs.

This is a part time position from Monday through Friday, estimated hours of 9 am till 1 pm. Expanded hours may be required from time to time to support the church's varying needs.

Compensation will be hourly based upon 20 hrs per week and rate will be negotiable.

Forward resume to: Good Shepherd Lutheran Church

2073 Garden Street

Titusville, FL 32796

Attn: Hiring Committee

Resumes may also be emailed to: laaby@wbcm.com

Please submit all resumes by August 31st in order to be considered.