

Position: **Church Office Administrator**

Congregation: **Trinity Lutheran Church**
2103 Route 6
Brewster, NY 06811

Job Description: Trinity Lutheran Church in Brewster, NY is seeking someone with church experience to manage the church office and to assist the pastor in administrative matters as needed. This position is part-time, approx. 20 hrs a week. The applicant must be proficient in Microsoft Word, Publisher, Excel, have web navigation skills, strong organizational skills, and be detail oriented with good oral and written communication skills.

To apply: Please send resume to Pastor Jennifer Boyd at revjedyer1@yahoo.com