

Peace Presbyterian Church

St. Louis Park, Minnesota

Peace Presbyterian Church in St. Louis Park, Minnesota, seeks an office manager to provide administrative support to a small church. Responsibilities include preparing bulletins for worship services, doing the layout for a monthly newsletter, sending a weekly e-mail to church members, maintaining a calendar of church activities, website updates, answering the phone and similar office tasks. This position requires a person of mature judgment and integrity. The office administrator must have the ability to maintain confidentiality and work independently. Good communication skills, both written and verbal, and good organizational skills are required. Familiarity with computers and basic office machines and competency in Microsoft Office applications are desired. This 12 hour per week position offers some flexibility regarding hours. Hourly wage is \$15.00 per hour.

Please send resume to workatppcslp@gmail.com. Resumes will be reviewed from August 23-September 7. Interviews will take place in early September.