



Faith Lutheran Church – Menifee, CA

Office Administrator Job Posting – May/June 2020



Thriving Lutheran church seeks technology-savvy self-starter for the Part Time position of Office Administrator. To submit resume and/or request job description, email faithlutheranmenifee@gmail.com. No phone calls, please. Position open until filled.

Qualifications:

- Pleasing personality and ability to establish and maintain effective working relationships;
- Attitude supportive of the ministry and theology of the Evangelical Lutheran Church in America, the Pastor, staff and leadership of the congregation;
- The skills and willingness to provide a wide variety of clerical/secretarial support to the Pastor, staff, leadership and members of the congregation;
- Ability to maintain confidentiality using discretion and tact;
- Correct English usage, spelling, grammar and punctuation, and ability to read and comprehend instructions and apply common sense;
- Minimum two-years' experience with working knowledge of office procedures and equipment use;
- Ability to keyboard 55 wpm net (5-minute Typing Certificate needed);
- Experience with Windows applications including Word, Excel, Publisher, PowerPoint, and the Internet; as well as general computer knowledge and troubleshooting;
- Ability to learn other church-related software for member record-keeping and website updating;
- High school diploma or GED.

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