Part-time Administrative Assistant Position Available

St. Stephen Lutheran Church in Pompano Beach is seeking a part-time Administrative Assistant. Monday-Friday weekday mornings/afternoons. Strong computer skills, proficient in the use of standard office tools (printer, copier, scanner), strong organization skills.

Primary function is to oversee the activities of the church office and support to the Pastor. This person would report directly to the Pastor and Church Council.

Job duties include, but are not limited to, screening and routing all incoming calls, posting income, offerings and keeping accurate member records in Church 360, ordering and maintenance of office supplies and equipment, distribution of mail and correspondence. Prepare and format weekly bulletins, newsletters and PowerPoint. Able to multi-task.

Please contact Eric Castaneda for more details at 954-415-7509. Please leave a message.