Part-time Office Administrator Needed

King of Kings Lutheran Church in Port Richey, FL, is in need of a part-time Office Administrator. The Office Administrator is needed to work 12 hrs. per week: Tues, Wed. and Thurs 11 AM – 3 PM, and is responsible for the following:

1. Interacting with Church members, with utmost discretion, in coordination with the Pastor

2. Updating Church Membership lists

3. Assisting in the coordination for building maintenance with Church Council and maintenance staff

4. Preparing and maintaining the church birthday and anniversary lists.

5. Coordinating Ushers and Readers for the Sunday Service

6. Answer the phone and respond to calls or letters

7. Order custodial, memorial garden plaques and worship supplies

8. Maintaining the offering and new envelops for members

9. Volunteer Coordination

10.Requires computer skills in Outlook, Excel, Word and PowerPoint. 'Shepherd's Staff' knowledge is also needed.

Please send resume to:

king2s@live.com