

Position Description: Office Secretary – Emmanuel Lutheran Church/Southfield

Supervisor: Pastor

Schedule: 8-10 hours a week.

Days & Time: Office workdays and hours are negotiable upon hire.

Hourly wage: \$15

General description: To provide support for office administration.

Qualifications: Typing, basic computer skills, Microsoft word, and office and communication skills needed. Must be eligible to work in United States.

Essential Functions:

1. Producing and printing weekly bulletins and preparing worship folders for leaders.
2. Provide support to pastor and church leaders such as by typing documents, creating flyers, filing, and helping sort mail.
3. Assist with church office communications: Answer phone calls, check voicemails, and manage church email.
4. Assist pastor with updating and maintaining church records such as worship attendance.

More information about duties, and responsibilities upon interest and request. Send resume or any inquiries to Rev. Karole Langset. Email: Pastorkarole@gmail.com.