

St. Peter Evangelical Lutheran Church in Gilberts, IL, has an open position for office administrator. This is a part time position with 25 – 30 hours per week with some flexibility in the work schedule.

Qualifications:

- 5 years administrative/secretarial experience, preferably in a nonprofit environment.
- Proficiency in typing, data entry, and keyboard skills.
- Self-starter with the ability to work with minimal direct supervision.
- 2 years of accounts payable experience.
- Proficiency with Quickbooks software.
- Working knowledge of Microsoft Word, Excel, and other related software. Desired knowledge of Shepard Staff.
- Possess an outgoing personality and enjoy working with/assisting people.
- Ability to maintain confidentiality.

If interested or for additional information, please contact Pastor Milash at pastormilash@aol.com or the church office at 847-428-4054.