

CHURCH SECRETARY POSITIONS AVAILABLE - Part-Time

Cross Lutheran Church is seeking two part-time secretarial positions to support the church staff and their ministries as well as partner with the school secretarial staff to professionally and courteously answer phones and greet visitors. Candidates must possess excellent front office skills and a willingness to assist during periods of increased activity or cover during vacation time or illness.

Other responsibilities include but are not limited to maintaining spreadsheets, sorting, and distributing mail, maintaining church calendars, updating and processing miscellaneous church records, preparing and editing correspondence and certificates and ordering and maintaining office supplies.

Requirements: High School diploma or equivalent; minimum three years front office and/or secretarial experience preferred; experience with Microsoft 365 cloud based software, proficiency in MS Word, Excel, Publisher, and Outlook (Email); excellent organizational skills; strong verbal, written, proof reading and interpersonal communication skills; the ability to maintain confidentiality as well as handle numerous interruptions with a professional attitude. Self-starter in a task-oriented work environment.

Desired Experience

- Social Media Outreach
- Graphics Design/Editing
- Outbound Marketing
- Previous work with Religious (Church) based software

Please Contact Karin Kabat at 630-385-8106 or kkabat@hiscross.org or stop by the church office for more information.

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