

St Luke's Lutheran Church Bloomington, MN

Job Description: Part Time Office Support

Join a team that cares for God's creation, including one another. We love the Lord and our neighbors – locally and globally. St. Luke's is a welcoming and growing community of faith, busy making Christ known to the world. We value **Service, Worship, Evangelism, Community, Stewardship, Discipleship – **Simply What Every Church Should Do!****

General Information: This opening is a job-sharing position with another office administrator. In addition to normal office support responsibilities, this position includes religious organization support activities.

Qualifications: Candidate should be strong in administrative and office technology skills, organized and capable in oral and written communication. Being a self-starter and working both alone and in a team environment is a requirement. A successful candidate will be effective at the use of technology and willing to advance the use of technology at St Luke's and will be able to maintain the schedule established for the position. The office is open Tuesday through Thursday, 8:30 am – 4:30 pm. As a shared position there is flexibility of both days and times, coordinated with the other part-time staff member.

Questions contact Pastor Rob Norris-Weber: 952-881-5801 ext. 103 / rob@stlukesbloomington.org

Send Resume and Cover Letter to: jobs@stlukesbloomington.org
St. Luke's Lutheran Church
1701 W. Old Shakopee Rd
Bloomington MN 55431

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