

## **PARISH ADMINISTRATOR POSITION - PART TIME**

### **Calvary Lutheran Church, Morganton, NC 28655**

Parish Administrator provides administrative support to the Pastors and all church leaders/members as necessary. This position greets members, staff and guests and assists them as needed. Maintains filing system, congregation records, use and maintenance of general office equipment (telephone, fax, copier, printer, computer, etc.), scheduling of appointments and maintains master church calendar.

This position is responsible for preparation and distribution of weekly worship materials, monthly newsletter and other materials as needed.

Position requires proficient experience in Microsoft Office.

This is a 20 hour per week position.

TO APPLY: Send detailed resume showing a complete work history to: Calvary Lutheran Church, 119 North King Street, Morganton, NC 28655, ATTN: Personnel Committee. Or you can e-mail a detailed resume to [shopgal107@gmail.com](mailto:shopgal107@gmail.com) Please include information regarding computer competencies.