

ADVENT ADMINISTRATIVE ASSISTANT POSITION OPENNING

The Advent Lutheran Church Personnel Committee is currently accepting resumes for the Secretary/Receptionist/Administrator position. The position concentrates on hospitality and reception, communications (phone, email, posted mail), social media maintenance and record-keeping. It requires knowledge of Microsoft Office, the liturgical church year, and some human resources. The person needs to possess excellent organizational skills and work well in team and independently, while being able to keep confidentiality and submit to a background check. A full job description is available by emailing the church office. The position is part-time (20-25 hours per week); hourly compensation; hours are 8:30 AM to 12:30 PM, but with flexibility expected/allowed. Target date for hire of 05/01/2019. Any persons interested may submit their resume to info@adventolathe.org.