

Administrative Assistant

St. Paul Evangelical Lutheran Church is currently seeking a part-time Administrative Assistant to work Monday -Thursday in our church office.

Education/Experience

High school graduate or equivalent, three or more year's professional office experience, or specific training or certification as administrative assistant.

Requirements

Proficiency with MS Office Suite, Publisher, and Adobe Acrobat; strong organization skills; ability to multitask. interpersonal communication skills (verbal and written), ability to interact diplomatically with variety of people; supply and inventory management skills; ability to utilize internet/mail system; proficiency with maintaining social media. Prefer experience with Constant Contact, Church Windows, church membership software and liturgical church calendar. Must be able to be bonded. Must have valid driver's license and current automobile insurance.

Pay range \$17-20 per hour commensurate with experience.

Send resume to St. Paul Evangelical Lutheran Church, Attn: Pastor Rick Ohsiek, 420 Sandy Springs Road, Maryville, TN 37803 or email to pastorrick@stpaulmaryville.org.