

## Administrative Assistant at Peace Lutheran Church

Written by GBP Staff

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This position assists the Pastors, Parish Nurse, and Church Administrator, greets and assists visitors, answers the phone, publicizes the weekly bulletin, monthly newsletter, weekly e-letter, and update website.

*Hours:* Part-time - 20 to 25 hours maximum per week, flexible set hours between 8:00 am and 4:30 pm, Monday – Friday. It also will include 2 Sunday mornings per month from

8:30 to 11:00 am.

*Computer program experience:* Windows 2010 – Word, Outlook, Publisher, Power Point and website experience

*Employment benefits:* Vacation time and a Simple IRA after 3 month probationary employment. No other benefits are available with this position.

*To apply,* send your current resume with a cover letter to: Carla Heintz, Church Administrator, Peace Lutheran Church, 1954 County Rd U, Green Bay, WI 54313.

*Deadline is:* August 23, 2014

In your cover letter, please explain what experience you have in an office situation, what computer programs you have experience working with, and how Peace Lutheran Church would benefit with you as our employee.