

Church Secretary Position

St. James Lutheran Church

1705 Oak Street, Bettendorf, Iowa 52722

Job Details:

Pay: Salary \$14,500.00 - \$16,500.00

Job Type: Part-Time

Shift and Scheduling: M-F 9am-1pm

Job Description:

Responsibilities:

- Oversee and accomplish the church office operations
- Mail, Telephone and responsible for all emails
- General secretarial work
- Purchasing supplies and maintaining the office
- Scheduling for Sunday morning ushers, assistance ministers and readers
- Any projects or duties assigned by supervisors and/or head pastor/minister

Experience:

- Proven experience in secretary office positions
- Knowledge of office systems and procedures
- Computer Proficiency
- Excellent people skills, Excellent written and verbal communication skills
- Attention to detail, strong organizational skills and ability to multi-task

Apply by sending your resume to:

St. James Minister – Bryce Hewlett @ stjamesbett@gmail.com

Personnel Committee Chair – Mandy Peters-Speidel @ mandypeters8720@gmail.com