

Job Title: Church Secretary/Administrative Assistant Part-time

Pay: \$15 an hour

Job type: part-time

Shift and schedule: expected hours 10-15 hours a week; very flexible with the day of the week and start and end time for the shift. For example, the shift could be Tuesdays & Thursdays from 10 am - 3 pm or 10 am to 5 pm.

Location: Zion Lutheran Church Office 105 Old Boalsburg Road, Boalsburg, PA 16827

About Us:

We are located in downtown Boalsburg, Pennsylvania, the birthplace of Memorial Day and walking distance to coffee shops, restaurants and the Pennsylvania Military Museum. While almost a part of State College, this cozy community still retains the ethos of a congregation in a smaller town. Our fellowship is consistent with a diverse family joined together in a mutual love for one another.

Come work with us!

We are seeking a dedicated and organized individual to join our team as an Office Assistant. This role is crucial in supporting the day-to-day operations of our church office and ensuring a welcoming environment for our congregation and visitors. The ideal candidate will possess excellent communication skills, proficiency in office software, and a heart for service.

Reports To: Senior Pastor

Job Responsibilities:

- Provide administrative support to church staff
- First point of contact answering phone calls and managing emails communications for church members, welcoming visitors and service technicians.
- Schedule events, meetings, and appointments.
- Maintain office supplies and equipment.
- Prepare and print the weekly church bulletin
- Design graphics for announcements and events.
- Go to the Post Office, collect the mail and deposit money at the bank.
- Maintain church records.

Expectations:

- Expected hours 10-15 hours throughout the week.
- Strong computer skills..
- Good telephone and communication skills
- Good organizational skills and time management.

- Someone who is in full agreement with Zion Lutheran Church's Vision:

Our Vision

Zion helps you find a better plac

Within a chaotic world and busy lives, Zion Lutheran Church shares the good news of Jesus who provides perspective for a faithful, meaningful, and enriched life. While nurturing a community of faith, we challenge ourselves to reach out to all with the peace, comfort, and purpose that we find when our home is in Jesus Christ our Savio

- Please note that this job description is not exhaustive and additional duties may be assigned as needed.

If you meet the qualifications for this position, please submit your resume along with a cover letter detailing your relevant experience to:

Patty Nellis, President of Church Council
Zion Lutheran Church Boalsburg
pan3@psu.edu

Qualified candidates will be contacted for an interview