

Times Vedette

<https://gctimesnews.com/job/parish-administrator-at-grace-lutheran-church-adel/>

Parish Administrator

Description

Bookkeeping, financial reporting, and payroll
Member database administration
Print and electronic communications
General office support

Qualifications

Proven secretarial, office management, and/or administrative assistant experience.
Outstanding interpersonal and communications skills, both oral and written.
Strong judgment, problem solving, and attention to detail.
Self-starter and works well independently.
Experience with Gmail, Microsoft Word, Excel, and financial management software.
Experience with PowerPoint, Facebook, and SquareSpace is a plus.
Strong organizational and planning skills.
Excellent time management skills and ability to prioritize work to meet deadlines.

Contacts

To apply, submit a resume to Pastor Tania Schramm, pastortania515@gmail.com.

Hiring organization

Grace Lutheran Church, Adel

Employment Type

Part-time

Working Hours

16 hours/week with flexibility during church office hours (M-F, 8-4pm)

Base Salary

\$ 16-18/hour

Date posted

September 10, 2024

Valid through

31.10.2024