

## **Administrative Assistant/Secretary Position Available**

ST. ANDREW LUTHERAN CHURCH  
7420 FM 2673  
Canyon Lake, Texas 78133

Part time: 32 hours per week

Salary: \$18 – \$22 / hr. Commensurate with experience

### **Job Description:**

The position of Administrative Assistant/Secretary at St. Andrew's Lutheran Church is of vital importance to the daily function and overall success of our church and its family. Our new employee should present a Christ-like and helpful attitude. Her/His daily interaction with congregational members and visitors can convey the personality of the church and promote very positive feelings toward the church and its staff.

### **Job duties and responsibilities:**

- Administrative Support
- Communication
- Office Management
- Event Coordination
- Record Keeping
- Support for Church Staff and Leaders
- Additional duties as listed in the Job Description (available on request)

### **Qualifications:**

- Education: High School diploma or equivalent (Associate's degree in office administration preferred)
- Experience: Previous office or administrative experience (preferred in Church setting)
- Skills: Proficiency in Microsoft Office Suite, strong organizational and communicational skills, time-management skills, ability to maintain confidentiality and handle sensitive information, detail oriented

To be considered for this position please submit a detailed resume to: [personnel@standrewofcl.org](mailto:personnel@standrewofcl.org)