

Evangelical Lutheran Church of Durham (Durham, PA), is looking for a part-time Secretary!

Evangelical Lutheran Church of Durham (Durham, PA), is seeking a part-time **Secretary** responsible for providing a full range of clerical and administrative functions for our small church office in a multi-staff setting.

Overview:

- Perform general office work, under the supervision of the Pastor and cooperation with the other staff and church council members.
 - Must be a Christian and represent not only Evangelical Lutheran Church of Durham, but Jesus Christ Himself and demonstrate a real love and concern for all people.
 - Must be pleasant, discreet, tactful, and capable of honoring confidential communications.
 - Must have general knowledge of all office equipment and supplies, strong computer skills (Microsoft Office programs), Website/social media knowledge and a willingness to be flexible in a small setting.
 - Must possess good telephone and communication skills. Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner.
- **Hours:** Flexible – 20 – 30 hours a month (5-8 hours a week)
 - **Pay:** monthly salary position based on experience



The position of the Church Secretary is a very special ministry. This position is on the front lines of our ministry and is one of the very first person(s) the public sees and talks to. She or he is a reflection of the church and should always keep this as an honor and reflect as such.

All interested candidates, please submit a cover letter and resume to Scott Guan at scootgone@gmail.com or Cathy Mueller at cjsmueller@gmail.com. A more detailed job description is available to those interested.

