

Part Time Office Administrator

Zion Lutheran Church, Tipp City, OH

Hours: Part time, 20 hours/week, Monday-Friday (some flexibility)

Anticipated Start Date: March 20th, 2023

General Job Description:

Responsible for office management and coordination, serving as liaison between church staff, church council, members, committees, and guests of Zion. Help fulfill the mission and vision of Zion Lutheran Church.

Qualifications:

Education: High school education

Experience / Knowledge:

- Use of MS Office programs
- Excellent communication skills
- Self-starter able to work with minimum direction
- Skills in MS Publisher, website basics, and Servant Keeper software preferred

Requirements: Must pass background check.

Please send inquiries to Zion Lutheran Church at office@ziontippcity.org, along with résumé (optional). Please include full name, e-mail address, and phone number.