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| **Job Title:** | Office Administrator |
| **Position Type:** | Part-Time |
| **Salary:** | $15 - $20 an hour  |
| **Minimum Hours:** | 15 (Tuesday – Thursday) |
| **Applications Accepted By:** |
| **Email:**stlukeshastings@gmail.com | **Mail:**P.O. Box 155615 Vermillion StreetHastings, MN 55033 |
| **Job Description** |
| **Job Summary**St. Luke’s Episcopal Church in Hastings is looking for a part-time office administrator to join their team. The ideal candidate will be responsible for a variety of tasks including but not limited to preparing worship bulletins, managing the church office, coordinating use of the church facilities, developing content and maintaining the church’s website and social media accounts, data entry, record keeping, maintaining the church Ministry Schedule, and general office support.**Qualifications and Education Requirements*** High school diploma or its equivalent required.
* Office experience and/or an equivalent combination of education and experience.

**Job Specific Technical Skills & Competencies*** Strong written and oral communication skills with ability for sensitivity and confidentiality.
* Strong interpersonal skills to communicate with church members, Shared Leadership Team, and outside vendors.
* Highly proficient in MS Word, Outlook, Excel, and Google Chrome.
* Ability to identify urgency and prioritize tasks accordingly.
* Attention to detail.
* Ability to work independently as well as in a team environment.
* Strong organizational skills.
* Ability to operate business machines such as a photocopier.

**Environmental/Work Schedules/Other*** Position requires physical activity including but not limited to bending, stooping, repetitive motion, and lifting to 20 pounds.

**Our Mission Statement**St. Luke’s responds to God’s call to love and serve, inviting all to celebrate life in Christ. |