

Administrative Staff Support (part-time)

Nebraska Synod, ELCA
6857 Newport Ave., Suite 200
Omaha, NE 68152

The Nebraska Synod, a faith based non-profit, is looking for a part-time staff person to join our team. We connect and support congregations as they help people become the disciples God calls them to be.

Job Title:

Administrative Staff Support (part-time)

Work Schedule:

Monday-Friday
Approximately 30 hours per week
Schedule is negotiable

Job Specific Duties:

Completes administrative and office support projects for multiple staff members
Answers multi-line phone system
Coordinates and maintains event registrations in Constant Contact
Database maintenance
Schedules on-line meetings
Maintains events calendar
Mailings
Other duties as assigned

Knowledge, Skills and Abilities:

Bachelor's degree or equivalent experience
Detail oriented with the ability to handle multiple priorities
High level of computer proficiency with Microsoft software (Word, Excel & PowerPoint), Dropbox, Constant Contact, GotoMeeting, Adobe Acrobat, G Suite, Zoom and social media
Excellent verbal and written communication skills
Able to complete projects independently
Able to organize work and manage time effectively
Able to multitask with frequent interruptions
Ability to work with all types of people in a professional and courteous manner
Maintain high levels of confidentiality

Enjoy a positive working environment with opportunities for personal growth. If you thrive in a fast-paced environment, and you feel called to serve others, the Nebraska Synod may be for you.

For the most prompt reply, please submit your resume to office@nebraskasynod.org.

EEO/Veteran/Disabled Employer