

## **St. Matthew Ev. Lutheran Church Administrative Assistant**

We are looking for an organized, personable, competent and reliable person who want to be a part of a community that is making a difference in its neighborhood and in the world. This job requires good clerical and computer skills, a high degree of organization and attention to detail, and the ability to connect to and help people with a variety of needs. This part-time position fills an important role on our ministry team, and you will never be bored. We provide a grace-filled workplace, flexibility, and unmatched job satisfaction. Contact Pastor Glen Thomas at St. Matthew Evangelical Lutheran Church, 1725 South 60<sup>th</sup> Street, Omaha, NE 68137. 402-556-7030. [gthomas@smlutheran.com](mailto:gthomas@smlutheran.com).