

Sheridan Lutheran Church Receptionist/Administrative Assistant

As a full time receptionist and administrative assistant at Sheridan Lutheran Church you will spend your days greeting our members and performing various office duties. You will work with a dedicated, engaged staff that is committed to serving God and carrying out our mission.

We want a relationship builder who creates positive connections with the public, our members and other staff members. We need an engaging and caring communicator who can multi task and work independently. We offer a unique culture of mission driven work.

You should have a high school diploma and experience in an office or nonprofit setting. You must be able to work Monday through Friday from 8:00 am – 5:00 pm

Send your cover letter and resume to:

Jean Poppert

Sheridan Lutheran Church

6955 Old Cheney Rd

Lincoln NE 68516

Or to j.popert@sheridanlutheran.org