



Administrative Support Staff – Part-Time

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. This position is an exciting opportunity for a detail-oriented individual who thrives in a collaborative environment and is eager to make a meaningful impact.

Reports to: Director of Finance and Administration

Location: Omaha, NE (Hybrid)

Hours: Part-time, Monday through Friday, 20–25 hours per week; schedule is negotiable

Job Description:

Join us as an administrative assistant. You'll be essential in supporting our team and ensuring smooth operations across various departments.

Job Responsibilities and Tasks:

- Report to the Director of Finance and Administration for daily updates, accomplishments, and any issues requiring attention.
- Manage daily administrative tasks, including answering phones, scheduling, organizing documents, and data entry.
- Assist in project management by tracking deadlines and facilitating communication.
- Handle basic accounting tasks such as credit card reconciliation.
- Database management.
- Maintain office supplies and manage inventory.
- Other duties as assigned.

Required Skills and Qualifications:

- Faith in Jesus Christ.
- Familiarity with the Evangelical Lutheran Church in America (ELCA) and Lutheranism in general.
- Strong interpersonal skills, active listening, trustworthiness, and the ability to maintain the confidentiality of sensitive information.
- Thorough knowledge of Nebraska Synod policies and procedures.
- Preference to applicants who actively participate in the life of the Nebraska Synod.
- Proven experience as an administrative assistant or similar role.
- Strong working knowledge of Apple technology, Microsoft Office, Adobe, and other appropriate software.
- Excellent organizational and time-management skills.
- Ability to work independently and as part of a team.
- High school diploma or equivalent; associate or bachelor's degree preferred.

Application Information:

Ready to join our team? Then apply now by submitting your application, including your resume and a cover letter, to office@nebraskasynod.org. The position will remain open until filled. Candidates selected for consideration will be contacted for an initial interview, followed by a second interview if applicable. We look forward to receiving your application.