

**St Paul's Lutheran Church
OFFICE MANAGER NEEDED**

St. Paul's Lutheran Church is seeking a talented Administrator to provide organizational support for the church office and give administrative support to the pastors and members of the ministry staff. We're looking for someone with broad skills in all areas of office administration who is familiar with Microsoft Office programs and experienced with database management. Excellent organizational and communication skills are needed. Must be self-motivated with good decision-making, problem-solving, and process-thinking skills; be able to multi-task in a busy environment; and work with grace under pressure. Must be able to manage matters with confidentiality, sensitivity, and compassion. Personality and a good sense of humor are a plus.

Some college education in office administration or work experience preferred.

Part-time: 24-28 hours a week. Possibility for future full-time employment with benefits.

Send resume to: dwynard@splcomaha.org