



**St. John's Lutheran Church
Emmaus, PA**



PART-TIME OFFICE ADMINISTRATOR
Monday-Thursday 8:00 am - 3:30 pm
Email cover letter and resume by
June 16, 2023
officemanager@stjohnsemmaus.org

Duties:

- ◇ Providing administrative and secretarial support
- ◇ Answering phones and greeting visitors
- ◇ Supervising and coordinating volunteers

Experience Required:

- ⇒ Ability to work independently with minimal supervision
- ⇒ Proficiency in Word, Excel and Publisher, as well as a database
- ⇒ Customer service
- ⇒ Volunteer Management
- ⇒ Writing and editing
- ⇒ Familiarity with finance and budget processes

