

THE EVANGELICAL LUTHERAN CHURCH OF OUR SAVIOUR

SUSQUEHANNA TOWNSHIP

420 North Progress Avenue, Harrisburg, PA Job Posting

Position: Administrative Assistant

Category: Non-exempt

Schedule: Part-time 15 hours per week; Monday – Friday 9:00 a.m. – 12 p.m.

Description: The Evangelical Lutheran Church of Our Saviour is seeking a dedicated and detail-oriented individual to join our staff. This role requires excellent organizational skills, a warm and welcoming demeanor, and the ability to handle multiple responsibilities. The Administrative Assistant will provide critical support to the church's operations, ensuring communication and coordination among staff, leadership, committees, and the congregation. Essential functions include: working closely with the pastor, Church leadership, and members of the congregation; prepare weekly & other bulletins for church services; prepare and distribute monthly newsletter “Good News”; manage other correspondence in adherence with Church policies, procedures and direction of the pastor or Church Council; maintain church, congregational, and other records as assigned; manage incoming and outgoing communications such as mail, email, phone; assist with other methods of communication as assigned.

Education/Experience/Life Skills Requirements:

High school graduate; business school or college courses helpful

Experience in working in an office environment helpful

Verbal and written communications skills

Ability to maintain a high level of confidentiality

Possess or attain proficiency in computer technology such as MS Word, Excel, PowerPoint, Publisher, Outlook, Church specific software, and other applications as needed

Pass church required security and child protection clearances: FBI Finger Printing, PA Criminal Background Check, and Child Abuse History Clearance (paid by the church).

Further details available at interview