

## Church Secretary

Organization: Advent Lutheran Church

Location: Citrus Heights, CA.

Website: [www.adventcitrusheights.org](http://www.adventcitrusheights.org)

Telephone: 916-966-7242

Job Category: Clerical and  
Support Services

Status: Part time 20 Hrs. Weekly  
Hours 9:00 A.M. - 1:00 P.M.

Education Level: High School or Equivalent

Salary: \$12.00 Hourly

Job Purpose: Provides clerical staff support. Serve as the first point of contact for phone calls, emails and office visitors. Assists lay and office staff, Congregational Council members, and committee chairs in preparing information as required.

Required: High school diploma and 3 years of relevant job experience. In addition, must be organized, have good written and oral communication skills, listening skills, the ability to multi- task, meet deadlines and work well with people. Computer skills necessary in Microsoft Office products, Windows XP, Adobe Page Maker and internet experience including posting of documents to a website.

Preferred: Completion of some college course work or business office course work.