



2730 Bridge Road, Suffolk, VA 23435
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www.faithlutheransuffolk.org
Scott Benson, Pastor

Faith Lutheran Church Mission Statement

God calls each of us to share and grow in Christ within the church and throughout the community.

OFFICE ADMINISTRATOR—Suffolk, (Northern Suffolk Area) VA

Faith Lutheran Church is seeking a *PART-TIME OFFICE ADMINISTRATOR* who will support the pastor, church council, and congregation. He/she shall actively participate in the management of the church office by performing administrative duties, including clerical functions and problem solving. Clerical support includes the production of all worship service materials. This is a part-time, hourly position with flexible days and hours within a Monday-Friday work week and between the hours of 8:00 AM – 6:00 PM.

Job Skill Requirements:

- Possess knowledge and experience in use of computers, office software, and office equipment (to include copiers, printers, facsimile, MS Office, Excel, PowerPoint, multi-phone system) and be proficient with social media outlets/applications
- Able to work in a team environment
- Possess outstanding communication, customer service, and people skills
- Willing and able to learn new skills and work tools

Please submit cover letter, résumé, and three references to Al Blanchard, Personnel Committee, at faith_lutheran@verizon.net