

Office Coordinator Position Opening at First Lutheran Church, St. Peter, MN.

32 hours per week; salary range from \$15.00 to \$16.04 per hour plus additional benefits. The Office Coordinator serves as administrative assistant to church staff and as secretary to the congregation. The coordinator provides a warm spirit, greetings and hospitality, office organization, record keeping, secretarial support, and facilities scheduling. Extensive computer software skills required.

Submit a letter of application and résumé by Wednesday 19, start date as soon thereafter as possible. Send application materials to John Sylvester, Chair of Staff Support Committee, First Lutheran Church, 1114 Traverse Road, St. Peter, MN 56082, or send via email to flcstpoffice@gmail.com.