**Co-Pastors** The Rev. Christian G. N. Holleck The Rev. Tiffany Nicely Holleck

*Ministry Administrator Joanie Keating* 



**Operations Administrator** Ann German

St. Peter's Lutheran Church

The Evangelical Lutheran Church in America

St. Peter's Lutheran Church of Harwich is seeking to hire a Ministry Administrator who is competent, committed, efficient, self-motivated, and has a sense of humor.

We're looking for a person who is:

- ✓ Hospitable with strong organizational and communication skills
- ✓ Proficient in Microsoft Office and Word Press and willing to learn One Church, MailChimp, and OBS
- ✓ Excellent time manager, able to multi-task and prioritize work, paying attention to detail
- ✓ Desiring to work in a multi-faceted church and interact with many people in the congregation and community

What we're offering:

- ➢ 25 hours/week over 4 or 5 days
- ▶ \$25/hour
- ➢ Paid time off
- Reports to the Co-Pastors and Church Council

For the position description follow this link: <u>http://www.stpeterslutherancapecod.org/</u>

Send a letter of introduction and resume to Rev. Tiffany Nicely Holleck at <a href="mailto:stpeterhar@gmail.com">stpeterhar@gmail.com</a>

God's blessings on you today!