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 stpeterhar@gmail.com

God's blessings on you today!