

**Immanuel Lutheran Church
747 Ann Street
Chadron, NE 69337**

POSITION AVAILABLE FOR HALF-TIME CHURCH SECRETARY

Immanuel Lutheran Church is seeking a half-time secretary, 20 hours per week, 8-12 Monday – Friday. The position is paid by the hour. Some flexibility around days and hours is possible.

Qualifications: High School diploma or equivalent; 1 year of experience in an office environment. Excellent communication skills are essential, including proofreading and editing. Experience in computer-based skills is required, primarily Microsoft Word, Excel and Publisher.

Responsibilities: The secretary provides an efficient, organized, professional office environment and reception and secretarial support for the congregation. The position reports to the Pastor and the Congregation Council President.

A detailed job description is available by calling 308-432-5408 or emailing chadimmanuel@bbc.net.

Please send your resume and cover letter to:

Pastor Ann Sundberg
Immanuel Lutheran Church
747 Ann Street
Chadron, NE 69337
chadimmanuel@bbc.net