

## **JOB OPENING**

### **Parish Administrator**

#### **JOB DESCRIPTION:**

General Church Office Management with required proficiency in Microsoft Word. Part time, 20 hours per week: 4 days (Monday, Tuesday, Thursday & Friday), 5 hours per day (9-2 or 10-3).

#### **WHY WORK AT OUR CHURCH?**

Up to \$18/hr. to start, PTO, Holiday Pay, friendly and welcoming office, and working hours designed with your busy life in mind!

#### **HIRING DESCRIPTION:**

Christ's Lutheran Church is conveniently located on Rte. 286, just over the Allegheny County border from Plum Borough. Our Church is friendly & welcoming. As our Parish Administrator, you will be well-trained and supported throughout your tenure by our Pastor and the congregation. You will find the job to be fast paced, challenging and fun!

If you are interested in applying for this position, please send your resume to:  
**[office@christsmurrysville.org](mailto:office@christsmurrysville.org)**