

PARISH ADMINISTRATOR JOB OPENING

Friendly and welcoming office, and working hours designed with your busy life in mind!

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

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

Please email resume to office@christsmurrysville.org