

Job Description
Office Specialist
St. Stephen's Lutheran Church
230 N Evergreen Ave.,
Woodbury, NJ 08096
856-845-1747

Summary: St. Stephen's Lutheran Church is seeking an office specialist to assist the congregation in procurement, administration, and coordination. This person will be working with the ministry team, particularly the Director of Communications, the Pastor, and the Treasurer to issue checks, process payroll, track spending, and provide additional office support.

Job Characteristics: Part-time, in-person, 10 hrs/week, schedule flexible with preferences for Tuesdays, Wednesdays, and Thursdays.

Starting compensation: \$22/hour, 2 weeks paid vacation.

Duties and Responsibilities:

- Coordinate and facilitate payments on behalf of the congregation in consultation with the treasurer.
- Record expenses and payments in ICON Church Management Software.
- Report expenses and payments to the elected Treasurer of the congregation.
- Support office functions through coordination and procurement.
- Provide administrative support for congregational ministries

Requirements:

- Commitment to church's mission
- Ability to pass a background check
- Excellent communications skills
- Excellent organizational skills
- Compliance with Employee Handbook, Constitutions and Bylaws of the ELCA and of St. Stephen's Lutheran Church, including our commitment to diversity and equity

Education and experience:

Some experience in an office setting is preferred.

Reporting Relationships:

Reports directly to the pastor, relates to church council's executive team as personnel committee.

To apply:

Send a cover letter and resume to info@ststephenselca.org. For questions and inquiries, send an email or contact 856-845-1747.