

Grace Lutheran Church, a congregation of the ELCA, is looking for an Administrative Assistant. This is a part time position, 9:00 a.m. to 1:00 p.m. Monday through Thursday. We are a welcoming community of faith located in the beautiful Merle Hay and Beaverdale Neighborhoods, in Des Moines, IA (named one of the “America’s Prettiest Neighborhoods” by Forbes Magazine). Duties and responsibilities are to: Maintain church records, manage the church calendar, manage contracts with outside groups, answer phone calls and direct according to needs, and maintain vacation and sick leave calendars for staff.

Minimum qualifications include:

- Excellent oral, written, and computer based communication skills
- Excellent computer skills, especially in Word, Excel, and ability to learn church system software.
- Pass a background check.
- Knowledge and ability in social media *preferred*.
- Experience in a church setting, *preferred*

To apply by sending a CV/resume, list of references, or for more information, please contact:

Pastor Michael Schmidt

Grace Lutheran Church

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