

Opening for a part-time Administrative Assistant. The candidate must be proficient with Microsoft Office. The responsibilities are a wide range of tasks from answering phones, creating church bulletins and PowerPoints for church service, paying bills with online software, church mailings, assist in planning church events and other tasks. They also act as a liaison between the parishioners and church's administration. Position is 15 to 20 hours a week. Send resume to Our Savior's Lutheran Church, 612 14 Ave NE, Devils Lake, ND or email oslcoffice@gondtc.com. Closing Date: 8/21/20.