

Lutheran Church of Our Savior

231 Jayne Ave,
Patchogue, NY 11772

Church Office Administrator

Lutheran Church of Our Savior in Patchogue is seeking someone with church experience to manage the Church office and to assist the pastor in administrative matters as needed.

This position is part-time, 10:00am-2:00pm, Monday through Friday.

The applicant must be proficient in Microsoft Word, Publisher, have data analysis and web navigation skills, strong organizational skills, and be detail oriented with good oral and written communication skills.

Send resume via email to: office@lcospatchogue.org.