

## **CHURCH OFFICE MANAGER**

### **Trinity Lutheran Church**

2103 Route 6

Brewster, New York

<http://www.trinitybrewsterny.org>

Pastor Jen Boyd

Trinity Lutheran Church, Brewster 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, approx. 20 hrs a week.

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

Please contact Trinity Lutheran Church with to apply or with inquiries at [trinlutheranoffice@yahoo.com](mailto:trinlutheranoffice@yahoo.com) or 845.279.5181