

## **Job Opening**

### **Administrative Assistant**

**All Saints Lutheran Church—15649 N. 7th St.—Phoenix AZ 85022**

We are taking applications for the **Administrative Assistant**—Part-time position

Office Hours: 21-24 hrs. per week

- ◆ Provide ministry of welcome to church
- ◆ Answer phones and assist those who come to the office
- ◆ Schedule Worship Volunteers
- ◆ Assist with general administrative duties
- ◆ Knowledge of our local community is a plus

Job description and application are available on the All Saints Website – [allsaintsphoenix.org](http://allsaintsphoenix.org) or request by email to [aslc@allsaintsphoenix.org](mailto:aslc@allsaintsphoenix.org).

**DEADLINE TO APPLY: JUNE 27 (start date August 2021)**

If you have questions or need more information please contact:

Shari Clark—602-866-9191 ext. 103—[sharic@allsaintsphoenix.org](mailto:sharic@allsaintsphoenix.org) or