

LORD OF LIFE
Administrative Assistant Job Posting (15-20 hours per week)

Lord of Life Lutheran Church, serving Lakeville/Apple Valley/Rosemount/Farmington, is seeking an Administrative Assistant to support our day to day ministries. Responsibilities include being in the office, answering the phones, greeting people, offering clerical support, and executing tech and communication needs. We offer a competitive compensation. This position is targeted to begin as soon as a candidate is identified. To learn more about Lord of Life, visit www.lordoflifemn.org. To access an application, email, Jamie.Thompson@lordoflifemn.org. Applications will be accepted until Friday, January 7, 2022; unless a candidate is identified sooner. Interested applicants are encouraged to submit their applications at their earliest convenience to Jamie.Thompson@lordoflifemn.org or via U.S. Mail to Lord of Life Lutheran Church, Pastor Jamie Thompson, 16200 Dodd Lane, Lakeville, MN 55044. Please call the church office at 952.953.4484 with any questions.