



Our Savior's Lutheran Church in Everett Seeks an Office Manager

We're glad for the life, sense of mission and good spirit here. The congregation appreciates the staff and looks forward to welcoming a new person into this important position.

The Office Manager's responsibilities include; reception, payroll, the database, publications, facility use coordination, purchasing, licenses, social media, bulletins and works with Pastor David Parks, Pastoral Intern Deb Squires, other hard-working staff members of the church and preschool and a host of terrific volunteers. The OM needs to have skills and experience with MS Office Suite, Outlook, Constant Contact, and Paychex. It is a full-time position.

Interested folks should contact Rev David W Parks at 425.252.0413 Ext. 102 pastorparks@oslc-everett.org Resumes and references are helpful.

Our Savior's is at 215 Mukilteo Blvd., Everett WA 98203 www.oslc-everett.com

