



## **Part Time Office Assistant**

The St. Stephen Lutheran Church Office Assistant will be responsible for maintaining the facility calendar, printing announcements, composing and mailing our bi-monthly newsletter, and scheduling our ministry teams.

The office assistant should be patient, flexible, and a self-learner. The position calls for a maximum of 10 hours per week.

Please send resumes to:  
St. Stephen Lutheran Church  
1301 S. 4th St., Marshall, MN 56258,  
or by email to [ststephen@ststephenmarshall.org](mailto:ststephen@ststephenmarshall.org).

Contact Pastor Lyle Snyder at 507-537-1516 with any questions or for a full job description. Schedule and wage are negotiable.