

CHRIST THE KING

LUTHERAN CHURCH & PRESCHOOL

— SNOHOMISH, WA —

We're Hiring!

Church Administrative Assistant

 Christ the King Lutheran Church & Preschool
1305 Pine Street, Snohomish, WA 98290



Part-Time | 20 hours/week | Flexible schedule

Help support the life and ministry of our congregation through office administration, communications, and worship support. We are seeking an organized, welcoming, and dependable person to help our church office run smoothly.



Key Responsibilities

- Office administration and front-office support
- Weekly newsletters, announcements, and communications
- Slides and Sunday preparation
- Congregational records, calendars, and volunteer updates
- Support for church staff, members, and community activities



We're Looking For Someone Who Is

- Organized and detail-oriented
- Friendly, welcoming, and collaborative
- Comfortable with computers and office software
- Able to manage multiple tasks and communicate clearly
- Respectful of confidentiality and supportive of our mission



To Apply

Send a résumé and brief letter of interest to:
craig@ctksnohomish.org



ctksnohomish.org

Christ the King is a congregation of the Evangelical Lutheran Church in America.

