

Secretary Position Available (part time)

St. John Lutheran School

* St. John Lutheran School, N1924 Church Lane, Peshtigo WI, is looking to fill a new school secretary position.
* This position would consist of working 10-15 hours per week.
* The hours would be on- site from 8:00am-11:00am. However, setting the days and hours would be mutually agreed upon with the faculty and school board (for example, some hours could be done from home or done on certain days.)
* This person would be the friendly “voice of the school” to welcome visitors and potential school families.
* The secretary would need to be comfortable using the computer in order to email, publish a weekly newsletter, update the school website, go to and navigate various websites and keep accounting records for the school petty cash check book, etc.

If interested, please contact the Acting Principal, Pastor Daniel Sargent for more information. The closing date for applications is Monday the 20th of July, 2020.

Email. [pastorsargent@stjohnpeshtigo.org](mailto:pastorsargent@stjohnpeshtigo.org)

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