

## Office Administrator

Living Hope Ministries  
Minneapolis, MN  
Office Administrator

### Job Description:

Living Hope Ministries seeks Office Administrator. This Part time position requires administrative experience with skills that include accounting and financial management, experience with financial statements, annual budgets, and effective communication. Applicant must have the ability to work with computer systems and Microsoft office products. For consideration, submit your resume and letter of interest (electronic copy preferred) to [smoen@livinghopempls.org](mailto:smoen@livinghopempls.org)

### Position Information:

Job Title:	Office Administrator
Time Type:	Part Time
Job Category:	Business/Administration
Salary:	\$10.00 / hour
Organization Type:	Church
Denomination:	Non Denominational

### Contact Information:

Organization Name:	Living Hope Ministries
Contact Name:	Steve Moen
Address1:	2511 Taylor Street
Address2:	
City:	Minneapolis
State or Province:	MN
ZIP Code:	55418
Country:	USA
Contact Email:	<a href="mailto:smoen@livinghopempls.org">smoen@livinghopempls.org</a>
Organization Website:	<a href="http://www.livinghopempls.org">http://www.livinghopempls.org</a>
Contact Phone:	612-789-2244
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