

# Office Assistant

Peace Lutheran Church is looking for an Office Assistant to join its staff in Green Bay, Wisconsin. The primary function of this role is to assist the Pastor(s), staff and the needs of the congregation with administrative support.

The primary responsibilities of this position include:

- Answering the phone, managing mail, accepting deliveries
- Communications support, including (but not limited to)
  - Weekly bulletin
  - Weekly Powerpoint for services
  - eNewsletter
  - Tidings
  - Church calendar
- General website updates, social media announcements
- Parish Ed support, including Sunday School and VBS (registration, coordination)
- Preparation of materials for new members, baptisms, confirmations, etc.
- Coordination for baptisms, funerals, weddings
- Back-up for Shepherd's Staff (for Deb)
- Council support - printing agendas, publishing notes, etc.
- Annual meeting support - collecting and printing reports, etc.
- General congregation support
- Special event coordination and assistance

This role requires:

- Office presence 2 Sundays/month, 8-noon
- Help with office coverage during the week
- 25-30 hours/week

Attributes:

- People-person
- Highly organized
- Efficient
- Detail-oriented
- Experience with Microsoft Office Suite (including Word, Powerpoint, Excel, Publisher)
- Ability to learn other software
- Joyful!
- The ability to laugh at themselves
- Gracious with congregation members
- Able to work in a close-knit team environment
- Comfort with ambiguity

Perks of working with us:

- Paid vacation
- Holiday pay
- Flexibility

*\*\*Please note this position does not offer benefits.*