

## POSITION DESCRIPTION

**TITLE:** Office Assistant 1

**LOCATION:** Wauwatosa Presbyterian Church (WPC)

**REPORTS TO:** Office Manager; Pastor/Head of Staff

**STATUS:** Part-time (21 hours/week – negotiable) Non-Exempt

### POSITION PURPOSE:

The Office Assistant's primary responsibility is managing and producing communications related to the congregation and outreach to the community at large. In addition, the Office Assistant assists with general office tasks. The Office Assistant reports to the Office Manager and works closely with other staff to achieve a consistent and positive message reflective of the church's mission.

### DUTIES & RESPONSIBILITIES:

- Preparing weekly and special worship publications (bulletins, announcements, scripts, PowerPoint slides, announcement slides, etc.)
- Liaise with A/V Technician to support livestream functions
- Creating and updating web-based communications (website and social media)
- Producing the congregational newsletter (monthly)
- Designing special and seasonal projects (flyers, posters, postcards, etc.)
- Assistance with general office tasks, such as answering phones and email; providing assistance, support and hospitality to members, staff and visitors.

### QUALIFICATIONS

- Visual literacy
- Excellent verbal and written communication skills
- Excellent time management skills
- Fluency in Word, Excel, Publisher, Power Point
- Familiarity with Canva or other design software
- Knowledge or curiosity of web-based communications
- Ability to work collaboratively with various colleagues
- Outgoing, pleasant and positive manner in dealing with colleagues, members and visitors
- Knowledge of reformed church ministry and liturgy is desirable

### Hours/Compensation

21 hours per week (some flexibility may be available); Posted at \$17.22 per hour to start.

**NOTE:** Wauwatosa Presbyterian Church reaches out to all persons to join in worship, fellowship, educational programs, and service. We welcome into membership all who profess faith in Jesus Christ, without regard to gender, race, ethnic origin, worldly condition, sexual orientation, ability, or any other human condition. All our employees are expected to work comfortably within this atmosphere.