

Job Title	Office Administrator
Location	St. Luke's United Church of Christ 2200 18 th Ave. South Milwaukee, WI 53172
Start Date	Immediate
Hours per Week	10
Compensation	Commensurate with Experience

Position Description

St. Luke's UCC seeks a friendly, organized, team-player to support the ministries of our church by providing administrative support to our pastor, Board, and members, managing our office, and maintaining our various communications platforms.

Responsibilities

- Extend welcome to all who contact and visit the church (guests, members, service providers, etc.) and provide assistance or referral as necessary
- Handle communications via the phone, email, mail, etc.
- Create and edit weekly bulletins for all worship services
- Create and edit monthly newsletter
- Coordinate and maintain the overall church Google calendar
- Update and maintain the church's website
- Maintain church records, including membership, baptisms, etc.
- Maintain office supplies and equipment
- Coordinate communications with members and the Board
- Other duties as assigned in consultation with the pastor and the Board

Qualifications/Experience

- High School diploma required; Associates Degree or higher preferred
- 2 years of similar or relevant experience preferred
- Fluent in Microsoft Word, Google calendar, gmail, social media, etc.
- Strong organizational and communication skills
- Flexible to work independently and as part of a team
- Ability to maintain professional boundaries and confidentiality
- A quick study with an eye for detail

**To apply, please send resume and cover letter to Rev. Beth Abbott
pastor@stlukesucc.us No calls please.**

St. Luke's UCC is an Equal Opportunity Employer