



Wauwatosa Presbyterian Church
Community through Christ and in Christ

September 13, 2017

IMMEDIATE OPENING: OFFICE ASSISTANT

CONTACT: Cindy Thomas, Office Manager
414-774-5005 | officemgr@tosapres.com

Wauwatosa Presbyterian Church is seeking an Office Assistant whose primary responsibility is managing and producing all communications related to the congregation as well as the outside community at large. In addition, the Office Assistant helps with general office tasks. The position reports to the Office Manager and works closely with other staff to achieve a consistent and positive message reflective of the church's mission. The staff and environment at Wauwatosa Presbyterian Church is hard-working and friendly.

Responsibilities

- ✚ Prepare weekly and special worship publications, including bulletins
- ✚ Create and update website and social media communications
- ✚ Produce the monthly congregational newsletter
- ✚ Design special and seasonal flyers, posters, postcards, etc.
- ✚ Assist with general office tasks, such as answering phones and email; provide assistance, support and hospitality to members, staff and visitors.

Qualifications

Visual literacy

Excellent verbal and written communication skills

Fluency in Word, Publisher, Power Point; knowledge of Photoshop or other design software

Web-based technical ability

Ability to work collaboratively with various colleagues

Pleasant, positive manner in dealing with colleagues, members and visitors

Knowledge of reformed church ministry and liturgy is desirable

Hours/Compensation

24 hours per week (normally Tuesday - Friday; some flexibility may be available)

Starting: \$13.50 per hour

Wauwatosa Presbyterian Church
2366 North 80th Street | Wauwatosa WI 53213