



Faith Lutheran Church  
207 South Cherry Avenue  
Marshfield, Wisconsin 54449  
[www.faithmarshfield.com](http://www.faithmarshfield.com)

## **JOB DESCRIPTION**

**TITLE:** Assistant Office Manager

**REPORTS TO:** Pastor

**FLSA:** Non-Exempt, Part time 6-8 hours per week

**SUMMARY:** This position will assist the Office Manager/Pastor in a variety of clerical and data tasks as assigned by the Office Manager/Pastor. The position requires excellent organizational skills, computer skills, flexible hours and the ability to interact in a positive manner with congregational members and others who may present to the office.

### **DUTIES AND RESPONSIBILITIES**

- Draft the weekly bulletin and ensure timely distribution
- Prepare the weekly slide deck (PowerPoint) for services or events
- Enter member records and maintain member database
- Maintain an accurate directory of members, volunteers, and vendors
- Assist the Office Manager/Pastor with other duties necessary for the week

### **MINIMUM QUALIFICATIONS (EDUCATION, EXPERIENCE, SKILLS)**

- High school diploma or equivalent required; Associate's or Bachelor's degree a plus
- Prior office, administrative or nonprofit experience preferred
- Proficient in Microsoft Office 365, especially Outlook, Word, Excel, and PowerPoint
- Comfortable managing data and working with simple databases
- Excellent organizational and time management skills
- Able to work independently and maintain confidentiality
- Strong attention to detail and a friendly, professional demeanor
- Willing to take initiative and help where needed

### **Mission Statement**

Loved by God, living for others.

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Signature

Date