

## **Office Administrator (Part-Time)**

First Congregational Church – Port Washington, WI

First Congregational Church in Port Washington is seeking a detail-oriented, welcoming, and highly organized **Office Administrator** to serve as the communication and administrative hub of our church community. This part-time position (approximately 15 hours per week) is ideal for someone who enjoys supporting church ministry, coordinating activities, managing administrative and financial tasks, and creating clear, engaging communications.

### **Position Overview**

The Office Administrator provides essential administrative support to the Minister and church leadership, oversees communications, maintains records, coordinates facility usage, and helps ensure smooth day-to-day office operations.

### **Key Responsibilities**

#### Communications & Administration

- Serve as the primary communication link between members, staff, and the broader community
- Prepare and distribute weekly emails, monthly newsletters, worship bulletins, and special mailings
- Maintain and update the church website, social media platforms, and event calendar
- Answer phones, greet visitors, and respond to general inquiries
- Provide administrative support to the Pastor and ministry leaders

#### Worship & Member Support

- Prepare weekly worship materials, including bulletins
- Coordinate logistics for baptisms, weddings, and funerals
- Welcome new members and maintain accurate membership records
- Support ministry teams and volunteers with supplies and coordination

#### Records & Financial Coordination

- Maintain the church database and membership directories
- Assist in preparing annual congregational reports
- Support financial processes, including bill payments, deposits, and basic recordkeeping (in coordination with treasurer or finance team)

#### Facility & Office Coordination

- Coordinate building use, scheduling, and space reservations
- Communicate with service providers and property teams regarding maintenance needs
- Oversee office supplies, equipment, and filing systems

#### Qualifications

- Strong organizational and time management skills
- High attention to detail and ability to work independently

- Professional, friendly, and welcoming demeanor
  - Commitment to discretion and confidentiality
  - Ability to manage multiple priorities with flexibility
  - Comfortable with technology, including email platforms, databases, website updates, and design tools (e.g., Canva); experience with church management software is a plus
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#### Compensation & Details

- Part-time: approximately 15 hours per week
- Hourly rate: \$20–\$23, based on experience
- Paid time off in accordance with church personnel policies
- Six-month introductory/probationary period

#### **To Apply:**

Please submit a resume and a brief cover letter outlining your interest, relevant experience, and at least 2 references to the church office at [Office@portucc.org](mailto:Office@portucc.org). Applications will be reviewed on a rolling basis until the position is filled.