

Family of Christ Lutheran Church (LCMS)  
285 County Road E  
Houlton, WI 54082

Job Description:  
Administrative Coordinator

The impact you will make in this role as Office Administrator you will have the opportunity to tap into your creativity and collaborative spirit in working with the pastor and boards of the congregation. You will perform a variety of clerical and administrative duties that are central to running an efficient organization. The basic requirement includes managing a database, preparing presentations, reports, documents and managing input communications for social media programs. In addition, purchase supplies needed to support all boards and committees.

Your Skills and Expertise

Success in this role requires (at a minimum) the following qualifications:

- One-year vocational degree or prior experience
- One (1) combined year of work experience engaging, servicing professionals, clients, and/or the public
- Intermediate skill with the use of Microsoft Office (Word, Excel, and PowerPoint)
- Able to learn database management programs and Microsoft Publisher
- Familiar with media communication with the willingness to learn Website management and posting on various social media platforms.
- Graphics skills are desirable.
- Ability to work both independently and as part of a team
- Strong communication and interpersonal skills

**Location:** Primary job hours will be in the church office. Some remote duties may be an option.

**Schedule:** Monday thru Thursday – 9am to 2pm (with some flexibility) 20 hours a week.

**Holidays:** New Years Day, Presidents' Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day.

**Travel:** No travel other than local errands such as post office.

**To Apply:** Please send your resume to the church office, Attn: Interview Team. Email:

Qman1954@gmail.com Mailing Address: 285 County Rd E, Houlton, WI 54082

Must be legally authorized to work in USA without sponsorship for employment visa status (e.g., H1B status).

This Job requires workers to be on-site at Family of Christ Lutheran Church except when approved by the elders.