



South Wisconsin District – LCMS
8100 W Capitol Drive | Milwaukee, WI 53222

JOB DESCRIPTION

Title: *Office Services Assistant*

Purpose: Work with the executive staff to ensure clear and concise social media communication, maintaining development and donor databases, and assisting in the coordination of district workshops, conferences and conventions.

Reports to: Business Manager

Project Supervisor(s): Various members of the executive staff

Positions Supervised: *None*

Travel Required: Limited

Remuneration: *Non-Exempt Salaried*

Job Responsibilities:

- Welcomes guests by greeting them, in person or on the telephone; answering or directing inquiries and distributing messages in a timely manner.
- Maintains a high level of confidence and protects operations by keeping information confidential.
- Prepares meeting materials and records meeting discussion as requested.

Content Management (Communication)

- Writing, editing and proofreading content.
- Managing content across platforms including web, email, social media, and print.
- Assisting in the development, publishing, and distribution of printed and/or electronic publications as required.
- Brainstorming with team members to develop new communication ideas.

Event Planning (Community Engagement)

- Developing event concepts with executive staff.
- Participating in site selection and event budget awareness.
- Developing a database and coordinating logistical elements with vendors, transportation, food service, site personnel, and presenters.
- Soliciting bids from venues and service providers.
- Liaising with speakers and preparing speaking notes.
- Serving as conference and workshop coordinator and registrar.

- Developing and distributing registration materials, maintaining registration lists, preparing conference handouts, and coordinating on-site conference check-in.
- Organizing marketing material.
- Post-event reporting.

Development Assistance

- Building and maintaining donor database.
- Maintaining communication with donors.
- Tracking donor information and update giving patterns for reporting
- Supporting and improving overall development initiatives.
- Preparing and managing mailing lists.
- Distributing public relations and prospect materials.

Skills and Qualifications:

Creative and Analytical Thinking, Communication, Interpersonal Skills, Reporting Skills, Scheduling, Organization, Multi-tasking and Time Management, Presentation Skills, Logistics

- An associate's degree is required. A bachelor's degree in marketing, communications, public relations, or a related field is preferred.
- Some experience in a similar role preferred.
- Self-starter with ability to solve practical problems with a variety of variables.
- Creativity and the ability to develop original content.
- Analytical skills.
- Excellent written and verbal communication skills.
- A proven proficiency in all Microsoft applications (*Word, Excel, Power Point, Publisher*) and the Adobe Suite (*Acrobat, Photoshop, Illustrator, InDesign, etc.*).
- Proficiency with popular web content management systems (*WordPress*).
- Experience with social media management (*Facebook, Instagram, Twitter, etc.*).
- Database management experience (*Constant Contact, Raiser's Edge*).
- Organizational ability to maintain accurate records and high standards of quality, neatness, and attention to detail over time.
- Ability to present a neat and professional appearance.
- It is preferred, but not required, that this position is occupied by a qualified individual who is an active member in good standing in a congregation of The Lutheran Church—Missouri Synod.