

JOB DESCRIPTION

POSITION: **Publicity Secretary**

Supervision: **Senior Pastor**

Position Purpose: To provide information to the congregation and wider community through available means of publicity and perform secretarial tasks on behalf of the First Lutheran Foundation.

Responsibilities:

Publicity

1. Assembles, writes, and edits monthly church newsletter
2. Prepares all worship bulletins
3. Duplicates and prepares all special congregational mailings
4. Recruits volunteers for mailings and worship bulletin assembly
5. Writes and arranges for all community publicity: newspaper, radio, TV, Yellow Pages, fliers/brochures, etc.

General Duties

1. Maintains computers and office equipment in good working order
2. Provides telephone back-up Wednesday through Friday
3. Acknowledges memorial gifts in worship bulletin and *First Word*
4. Provides secretarial support for other secretaries as needed
5. Assists other two secretaries as needed
6. Utilizes volunteers for assistance whenever possible

Foundation Secretarial Support

1. Provide secretarial support for First Lutheran Foundations:
 - a. Prepares and sends meeting minutes, meeting notices and reports to Board
 - b. Sends memorial acknowledgment letter sent to families of deceased members
 - c. Maintains lists of Foundation gifts (donors & memorials) and copies envelopes
 - d. Assists with annual Foundation newsletter
2. Assists with *The Meadows* rental until the spring of 1998

Working Conditions:

Hours are typically 8:00 am to 5:00 pm, Tuesday through Friday
One hour lunch from 11:30 am to 12:30 pm
Occasional additional hours for large congregational projects or mailings
Attend weekly staff meetings (Tuesdays at 10:00 am)
Annual performance review with direct supervisor

Qualifications:

Excellent word processing and desk-top publishing skills required

Proficiency in WordPerfect 6.1 for Windows
Minimum of 60 words per minute keyboarding
Ability to cooperate and work with others on a multiple-staff and congregational
volunteers
Committee to maintaining confidentiality

Submitted by First Lutheran Church, Eau Claire, Wisconsin