

Full Time Salaried Position Available: Communications Coordinator and Administrative Assistant

- ✓ Do you have a desire to learn and take initiative?
- ✓ Do you have excellent organizational skills?
- ✓ Do you have experience with MS 365, social media, and websites?
- ✓ Would you like to impact many lives and further God's kingdom?



First Presbyterian Church of Fond du Lac is looking for a creative person to facilitate the effective flow of communication in various forms. They will also perform office administrative duties that will support the overall function and activities of the church.

Because of retirements and growing membership, we've restructured our staffing and are looking for someone to bring fresh ideas into this new position. We remodeled the office space last fall, replaced our office computers in the past few months, and are continuing to plan for future needs.



This is a full-time salary position, averaging about 40 hours per week that includes:

- ✓ a flexible schedule
- ✓ competitive pay (benefits negotiable)
- ✓ a dynamic team environment
- ✓ openness to new ideas

For more information and a full job description,
email the personnel chair at

fpcfdlstaffing@gmail.com