

Position: Office Coordinator

**Wisconsin Conference of the
United Church of Christ
W1000 Spring Grove Road
Ripon, WI 54971**

**Part Time (24-28 hours per week)
\$20 per hour with benefits**

The Conference Office is located on the south shore of beautiful Green Lake on the grounds of Daycholah Retreat Center. Join our dynamic and dedicated staff of 12 in resourcing, supporting and equipping Wisconsin's 210 congregations of the United Church of Christ.

The ideal candidate will be available to work on-site three days a week, preferably T-TH, with some remote and flex time. Generally, 2-4 team members work on-site T-TH. All staff gather in person monthly.

Essential functions:

- Email and phone correspondence
- Reception and hospitality for in-person meetings
- Data keeping for conference and national setting
- Support and resource remote team members
- Support and resource regional associations
- Record keeping and document filing
- Ordering of supplies, flowers, certificates, etc.
- Facilitate large email and postal mailings
- Sort and process incoming mail and checks
- Coordinate schedules and staff reservations with Daycholah Center

Qualifications:

- Proficiency with computer software (Word, Excel, Outlook, database, SharePoint, Zoom, etc.)
- Exceptional organizational and time management skills
- Strong verbal and written communication skills
- Ability to work on site three days a week (with some remote work flexibility)
- Gracious and joyful relational presence in person, on the phone, and via email
- Solid self-motivator and ability to prioritize workload
- Eager collaborator with the staff team members
- Comfort level with progressive values and the inclusive spirit of the UCC

Please send resumes to Nola Risse Connolly: nrisseconnolly@wcucc.org. We invite you to visit the Wisconsin Conference UCC website: wcucc.org. The website for Daycholah Center is: ucc.org (Daycholah tab)