**Position Announcement**

**Office Manager**

November 2022

Progressive Menomonie church seeks an Office Manager for 22 hours per week. The office manager is responsible for providing a wide range of administrative, communications and financial management for the congregation.

Applicants must be able to work in a busy office environment and act as a welcoming presence in the office from Mondays through Fridays, 9am to 1pm. A minimum of an Associate’s degree or 3 to 5 years of administrative office experience are required. Applicants must also complete a clean background check.

A qualified individual will be well-organized, self-motivated, able to maintain confidentiality, have excellent interpersonal and written communication skills, and demonstrate competence in the use of a variety of software applications.

For further information, a job description and application, and to send in your cover letter and resume, contact:

First Congregational UCC

420 Wilson Avenue

Menomonie, WI 54751

715-235-5838

[office@menomonieucc.org](mailto:office@menomonieucc.org)

[www.menomonieucc.org](http://www.menomonieucc.org)

***Application Deadline: November 15, 2022***

*First Congregational United Church of Christ of Menomonie is a Just Peace,*

*Open and Affirming, dementia-friendly congregation.*