

Administrative Assistant – Part-time

The Unitarian Universalist Fellowship of Northfield is looking for a responsible administrative assistant to support congregational communications and internal operations. A successful candidate will have excellent follow-through on administrative tasks and excellent interpersonal skills. Proficiency in Microsoft Office Suite is required, as is an ability and willingness to learn new software programs and platforms as needed.

The part-time position of 10 hours a week will require some Sunday mornings at the congregation, but will allow flexibility for the additional weekly hours of employment. The administrative assistant will coordinate with a number of congregational leaders and members, but will report directly to the minister.

Responsibilities

- Responding to routine communications (phone, email) in a timely manner.
- Maintaining a membership database and database of visitors.
- Updating email groups for congregational communications.
- Updating web-based congregational calendar.
- Weekly updating of service information on website.
- Formatting weekly order of service.
- Formatting monthly electronic newsletter.
- Compiling weekly pulpit announcements.
- Posting weekly service announcement via email and social media.
- Providing friendly interface with members on Sunday mornings.
- Maintaining physical office space for Sunday presence.
- Additional administrative projects as time allows.

Qualifications:

- Professional experience in administrative support.
- Proficiency in the Microsoft Office Suite programs (Word, Excel, etc.).
- Experience in or ability to learn desktop publishing, webpage platform, social media.
- Strong organizational skills.
- Ability to multi-task and handle requests from multiple sources.
- Effective verbal, writing and editorial skills.
- Possess a caring attitude, excellent people skills, high integrity and the ability to exercise discretion and confidentiality.
- There are no requirements of any religious affiliation. An ability to respect the religious beliefs of others is necessary.

Salary: The Administrative Assistant will be compensated \$15 per hour, once per month.

To apply: Please send cover letter, resume and three references to info@uunorthfield.org. Highest preference given to applicants who apply by February 2, 2018.