

Job Description – Church Secretary/Administrative Assistant

Douglas Congregational United Church of Christ is seeking a temporary, part-time (20 hours/week) Administrative Assistant during Pastor Sal's sabbatical from January to March 2020.

Overview:

- Must be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Must have general knowledge of office equipment and supplies, and a willingness to be trained.
- Must possess good telephone, computer, internet, and communication skills.
- Must be able to deal with various types of personalities (via email, on the phone, and in person) in a professional manner.

Responsibilities:

- Compiling weekly Sunday bulletin.
- Copying and folding Sunday bulletins.
- Emailing Sunday readings to weekly readers.
- Composing weekly e-Pistle newsletter.
- Updating church website and Facebook page.
- Answering church emails and voicemails.
- Going to the Post Office box and retrieving mail.
- Ordering office/church supplies.
- Other duties, as assigned.

Qualifications:

- At least a high school diploma, some college preferred.
- Experience in Microsoft Word, Facebook, G-mail.
- Willingness to be trained on Weebly and MailChimp.

1099 Position is 20 hours/week at \$17 per hour.

To apply for this position, please email Peter Mueller, Church Council Moderator, at pw.mueller@outlook.com.

Applications must be received by September 30, 2019.

All applicants will be interviewed in person by Church Council members and the pastor.