

**JOB TITLE: Church Administrative Assistant**

The Millis Church of Christ, Congregational (MCoC), United Church of Christ, is an open and affirming congregation in Millis Massachusetts. MCoC is a family friendly church and seeks a Church Administrative Assistant to execute tasks and procedures in a way that communicates the values and spirit of our congregation. The Church Administrative Assistant will be working with other staff— pastor, music director, and members of the various committees and boards.

**REPORTS TO:** The Senior Minister. Collaborates with the Church Officers and Committees.

**STATUS:** Part-Time Exempt, Salaried 20 hours per week

**SALARY:** \$19,100 annually, paid semi-monthly. No benefits except 10 days paid time off and paid for any legal holidays that fall during regularly scheduled office hours.

**PRIMARY OBJECTIVE:** The Church Administrative Assistant provides a consistent first point of contact for visitors, Church members, tenants and staff. A professional level of excellence should be maintained at all times. This person should view their work as an important part of the overall ministry of the Church. Responsibilities include administrative and clerical office duties, office coordination, communications oversight, database management and facility management.

**RESPONSIBILITIES:**

**General:**

1. Greet visitors, vendors, and members of the congregation; answer phones, relay calls, take messages, receive and reply to emails. Professionally and courteously handle routine requests for information, assist Church members, and assist and direct callers to appropriate sources for help. Provides first assistance/referral to people in crisis who call the church.
2. Work closely with the Senior Minister and staff coordinating schedules and work; assist with communications, and relay to Senior Minister important information regarding the congregation (i.e., sicknesses, births/deaths, and other areas of pastoral concern).
3. Work closely with the Treasurer, Assistant Treasurer and collector to insure expenses and donations are processed in a timely manner. Scans invoices to dropbox for payment processing.
4. Receive, sort and deliver mail.
5. Manages deadlines.
6. Uphold and maintain safe church policies at all times.

**Communications:**

1. Responsible for the comprehensive compilation of weekly bulletins, monthly newsletter, annual reports, and all other specialty publications put out by the Church (works closely with the Senior Minister, staff, members of the congregation and various committees to produce).
2. Create and edit programs/certificates for weddings, baptisms, memorial services, Confirmation, and other special services as required.
3. Administer official master calendar for internal and external programs.

4. Coordinate and maintain the MCoC website with material approved by the Senior Pastor, in order to provide timely, accurate, and positive communication for the Church. Assists with communication and promotion of church activities, including press releases, flyers, signs, and Constant Contact emails.
5. Assist Board Chairs with the updating of bulletin boards as needed.

#### Data Management:

1. In conjunction with the Church Clerk, maintain the Servant Keeper Church management database, as well as all Church files, records, and forms, including but not limited to baptisms, weddings, confirmations, and member lists including new members, transfers, and deaths.
2. Routinely confirm that key Church computer files are backed up and recoverable.

#### Facility Management:

1. Coordinate facility room usage for all internal meetings and events.
2. Coordinate facility room rental for outside groups including managing contracts and room deposits.
3. Maintain security procedures and fire alarm procedures. Controls key access.
4. Oversees and is responsible for office equipment such as copier and computer.
5. Monitor and order office and worship supplies, within the Church budget.

#### QUALIFICATIONS:

- Bachelor's degree (preferred, but not required), or equivalent relevant experience.
- Excellent computer proficiency, with demonstrable skills with all Microsoft Office products including Word, Excel, PowerPoint, Publisher, and Outlook. Knowledge of G-Suite products (Sheets, Docs, Calendar) and email marketing program Constant Contact desired.
- Experience with database management software and a willingness to learn Servant Keeper is essential.
- Website maintenance skills are required. Currently, Church is using Wix.
- Strong writing and editing skills; creativity in producing attractive publications and communications is seen as a plus.
- Strong interpersonal skills with a high degree of confidentiality.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team in an office setting with frequent interruptions.

EQUAL OPPORTUNITY EMPLOYER: The Millis Church of Christ is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

COVID-19 CONSIDERATIONS: Facilities are open on a limited basis. All employees, members, and visitors are required to wear masks in commons areas. Time in the office is expected due to the confidentiality of records; the Church Administrative Assistant can have some flexibility to work from home as needed when approved by the Senior Minister.

TO APPLY: We are only considering resume and cover letters submissions via email. All cover letters and resumes should be sent to [millisucc@msn.com](mailto:millisucc@msn.com). Please name your documents as follows: RESUME-LAST NAME.PDF and COVER LETTER-LAST NAME.PDF. Resumes will be accepted until the position is filled. Please visit [www.millisucc.org](http://www.millisucc.org) to learn more about The Millis Church of Christ.