

CONGREGATIONAL UNITED CHURCH OF CHRIST
Office Administrator

Job Summary

The Office Administrator is a critical member of the ministry staff at CUCC. This position manages the church office and offers administrative supports to the pastor(s), staff, and various lay leaders of the congregation who seek to live out our core values of Worship, Welcome, and Justice.

Essential Functions

- Provide administrative support for the pastor(s), staff, teams, Council, and committees
- Extend welcome and support to members, visitors, and contractors who frequent the church during office hours
- Manage the daily operations of the church office, including maintaining office supplies, equipment, and records
- Perform secretarial duties, including answering the phone, maintaining church calendar, managing the office email account, and distributing physical mail
- Compile and produce the weekly email blast, weekly bulletin, and quarterly newsletter to support the worship services and ongoing ministries of the church
- Assist in the managing of the church's digital presence through the website and various social media platforms
- Update and maintain church database for membership, directory, and attendance
- Collaborate with the Operations Committee to oversee external contracts relating to the church's facilities and grounds
- Maintain records and procedures for the Memorial Garden
- Assist with the scheduling of meetings, facility rental, and the enforcing of church policies and procedures
- Coordinate volunteer teams deemed necessary to accomplish administrative goals

Preferred Qualifications

- High level of proficiency with Microsoft Office, Google Workspace (i.e., Drive, Docs, Sheets, Slides, etc.), and web-based email services (i.e., Constant Contact, etc.)
- Demonstrated attention to detail, including excellent written communication
- Experience with CDM or other church databases.
- Experience managing processes and volunteers to accomplish tasks
- Strong interpersonal skills and willingness to collaborate in a team setting

Conditions and Compensation

- Reports to Senior Pastor;
- Part-time employment at \$20 per/hr (20-30 hours per week)

If interested, please send resume and cover letter to personnel@cuccstc.org