

Job Description: Part-Time Office Administrator

First Congregational Church UCC & St. Philip's Episcopal Church

Wiscasset, Maine

With our two congregations already working closely together and seeking to strengthen our relationships even more, we are hiring a shared Office Administrator to support our work and ministries in Wiscasset. Our churches are less than a ¼ mile apart in the village of Wiscasset. Our next Office Administrator will be hired by both churches to fulfill the specific duties needed in our separate and shared ministries. The job of Office Administrator, beginning in January 2022, will require 15-20 hours per week. The hours are currently scheduled at First Congregational from 9am-12noon on Tuesdays, Wednesdays, and Thursdays, and at St. Philip's from 12:30pm to 3:30pm on Tuesdays and Thursdays.

First Congregational Church UCC Job Description (9-12 hours weekly)

The Office Administrator will be responsible for the day-to-day administrative functions and operations of the First Congregational Church UCC of Wiscasset. The Office Administrator reports to and works directly with the Minister.

Responsibilities:

- Preparing Sunday worship bulletins
- Answering church phone and email
- Retrieving and sorting mail
- Maintaining church records
- Maintaining and overseeing church calendar
- Compiling and editing monthly newsletter
- Preparing for Special Services (Holidays, Weddings, Funerals, etc)
- Completing miscellaneous office tasks (such as ordering supplies, etc.)
- Coordinating building maintenance
- Updating website & support online presence
- Providing general hospitality to visitors during office hours
- Bookkeeping responsibilities in consultation with the volunteer Treasurer
- Additional responsibilities as requested by the church and as time allows

St. Philip's Episcopal Church Job Description (6-8 hours weekly)

The Office Administrator will be responsible for the day-to-day administrative functions and operations of St. Philip's Episcopal Church. The Office Administrator works directly with the Priest-in-Charge and reports to the Senior Warden of the Vestry.

Responsibilities:

- Preparing Sunday worship bulletins

- Answering church phone and email
- Retrieving and sorting mail
- Preparing for Special Services (Holidays, Weddings, Funerals, etc)
- Distributing monthly letter from the Priest-in-Charge by email and regular mail
- Bookkeeping responsibilities in consultation with the volunteer Treasurer
- Additional responsibilities as requested the church and as time allows

Education & Experience:

- High School diploma or equivalent preferred
- Clerical experience preferred
- Church experience is a plus!

Qualifications:

- Excellent communications and people skills
- Computer literate and comfortable learning new technologies (First Congregational uses *Microsoft Word, Excel, and Publisher* as well as *Church Windows*. St. Philip's uses *Microsoft Word and Excel* as well as *QuickBooks*)
- Organized and able to multitask effectively
- Attentive to detail
- A quick study

**A background check will be required for the final candidate

Compensation:

- Negotiable, starting at \$15.00 per hour

To Apply/Inquire:

Contact Rev. Tom Junkert at 207-882-7184 or stphilips@wiscasset.net. A resume and two references will be required and can be emailed to the above address or mailed to:

St. Philip's Church
2 Hodge Street
Wiscasset, ME 04578