



Pilgrim United Church of Christ

Celebrating 150 years of loving God and loving neighbor

Position Title: Administrative Assistant – Part-time

Purpose: The Administrative Assistant will use their gifts of administration and organization to manage the church office and support the Pastor and church boards and committees. The Administrative Assistant serves as the key point of contact between the church office and the congregation, the public, and the PreSchool and thus plays a critical role to ensure that Pilgrim UCC is welcoming to everyone.

Accountability: The Administrative Assistant is accountable to the Personnel Committee of the Church Council and reports to the Pastor.

Responsibilities include but are not limited to:

- Assist the pastor in creating and publishing the weekly bulletin
- Create and publish the quarterly newsletter
- Maintain the church calendar including scheduling of events
- Maintain church membership records
- Church mailings via both email and USPS
- Manage telephone calls and incoming and outgoing mail
- Maintain email accounts
- Maintain office equipment and appropriate inventory of office supplies
- Maintain church files and permanent records
- Maintain electronic sign
- Maintain the church website
- Executive Assistant to the Pastor
- Assist church officers and members as needed
- Support Pilgrim Preschool as needed
- Other duties as assigned

Qualifications:

- High school diploma or GED
- 1 – 2 years office experience (church office experience a plus)
- Personable and friendly demeanor and ability to treat others with respect
- Ability to maintain confidentiality
- Ability to prioritize tasks, work independently and multi-task
- Working knowledge of Microsoft Office, particularly Word, Publisher, and Excel
- Superior oral and written communication skills: your resume and cover letter serve as your first interview
- Commitment to ministry and Pilgrim UCC spirit of inclusivity and welcome
- Other desirable skills:
 - Knowledge of Church Windows software a plus
 - Ability to use social media for marketing and promotion of church events
 - Understanding of liturgy and the church calendar

Time: Part-time, hourly, avg. 20-25 hours weekly, additional during seasonal times

Evaluation: Periodic reviews

Compensation: Starting \$14-\$16/hour depending on experience



Pilgrim UCC is an Equal Opportunity Employer

4418 Bridgetown Road + Cincinnati, OH 45211 + 513-574-4208
www.pilgrim-ucc.org + pilgrimucc@fuse.net

