



## Pilgrim United Church of Christ

*Celebrating 150 years of loving God and loving neighbor*

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Pilgrim United Church of Christ, an Open and Affirming congregation located on the west side of Cincinnati, Ohio, is seeking a part-time Administrative Assistant (AA). The AA is responsible for running the church office, handling administrative tasks, and supporting the Pastor, church boards and committees. The right candidate will have excellent interpersonal and written communication skills; be flexible and comfortable managing a wide variety of duties; and be welcoming and personable in interacting with the general public, the membership of the small, welcoming, faith-filled congregation and Pilgrim's award-winning Preschool.

More detailed job responsibilities at [www.pilgrim-ucc.org](http://www.pilgrim-ucc.org).

Part-time, hourly, avg. 20-25 hours weekly, combination of in person and remote, flexibility with days. Starting hourly rate range \$14-\$16 depending on experience. Please send resume, references, and cover letter to [pilgrimucc@fuse.net](mailto:pilgrimucc@fuse.net) with the subject line "Church AA". Cover letters should be addressed to the Personnel Committee. Position open until filled.

**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.

### **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***



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[www.pilgrim-ucc.org](http://www.pilgrim-ucc.org) + [pilgrimucc@fuse.net](mailto:pilgrimucc@fuse.net)

