



UNIVERSITY CONGREGATIONAL  
UNITED CHURCH OF CHRIST 

## University Congregational United Church of Christ POSITION DESCRIPTION

**POSITION TITLE:** Church Office Assistant, part-time  
Regular schedule: Tuesday- Friday mornings (9 am – 1 pm; till 2:30 pm periodically). May include some Sunday mornings

**REPORTS TO:** Lay Ministries Coordinator/Church Administrator

**POSITION PURPOSE:** To minister pleasantly and helpfully to callers in person or on the telephone. Assist various boards, committees and individuals with general clerical processes and procedures. Perform general clerical duties to include compiling, duplicating, disseminating information, filing, distribution.

**KNOWLEDGE/SKILLS/ABILITIES:** General **knowledge** of methods and practices used in the preparation of letters, memos and reports; modern office methods, procedures, and practices; operation of office computers, fax machines, duplicating equipment, calculators, and standard office equipment; basic principles and practices of mathematics. **Ability** to accurately and timely perform the required office support activities; answer multiple phone lines and correctly transfer calls; clearly, accurately, and in a professional manner communicate information to the public and other staff; work with time deadlines and with constant interruptions; work, with supervision, in the accomplishment of assigned duties; follow oral and written instructions; establish and maintain cooperative working relationships. **Skill** to operate basic spread sheet and word processing software packages; type at a minimum sustained rate of 35 words per minute from clear and legible copy.

**PREFERRED QUALIFICATIONS:** References will reflect an understanding of the "team player" dynamic, excellent clerical skills, knowledge of Microsoft-based hardware/software and word processing, excellent people skills, multi-task and detail oriented, flexible, work well under pressure. Experience preparing large mailings and some knowledge of USPS bulk mail procedure preferred.

**POSITION RESPONSIBILITIES:**

- Reception
  - Answer telephone, monitor/route voice mail and incoming calls, take messages, and disseminate information, as needed, in a consistently pleasant, courteous and helpful manner.
  - Graciously welcome and help those who come into the office - church members, those who seek assistance or have appointments with staff, vendors, delivery people, etc.
- Communication and Information Support
  - Maintain appropriate information and publications in specified folders, the kiosk and literature racks.
  - Copy routine forms; duplicate seasonal forms (flower order forms, etc.) as needed.
  - Monitor special/seasonal projects (flower sales, book sales, sign-in sheets, etc.).
  - Copy and distribute minutes and reports for standing Boards and committees
  - File the official records of church activities: minutes, orders of worship, newsletter, etc.

- Production
  - Assemble, copy and fold weekly bulletin(s)
  - Copy special bulletins (weddings/memorials/Advent, etc.) as requested.
  - Assemble, copy and fold twice-monthly newsletter.
  - Maintain tracking sheets for bulletin, newsletter, sermons,
  - Maintain list for weekly sermon mailings. Copy, distribute, and mail weekly sermon text as requested, maintain Sunday sermon tape request folder.
  - Duplicate sermon tapes, distribute to designated individuals and locations.
- Facility scheduling-backup for Lay Ministries Coordinator
  - Schedule and maintain the church calendar of building events.
  - Receive requests for building use, schedule all authorized meetings, and designate where the meeting is to be held in accordance with prescribed facilities use policy.
  - Make out contracts and handle billing and communication with groups using the building.
  - Inform custodians of set-up and other requirements for scheduled meetings and confer with Membership Program Manager and custodians when necessary to coordinate details and avoid unrealistic time limits and space conflicts.
  - Review building schedule with the staff at the monthly staff meeting.
  - Inform weekend custodian of office personnel, set-ups for rooms, equipment needed, etc.
  - Produce and distribute weekly calendar of events.
- Administrative support
  - As a member of the church administrative team, do typing, word processing, mailing, copying, collating, audio tape duplication and other related work as designated by Lay Ministries Coordinator or Business Administrator.
  - Help maintain cleanliness, orderliness and pleasantness of the office/office kitchen environment
  - Other duties as assigned.

**ESSENTIAL DUTIES:** Sufficient experience and education to successfully perform the duties of an Office Assistant. A typical way of obtaining the required qualifications is to possess the equivalent of one to two years of paid work experience in performing general office support activities including dealing with the public. Willingness to affirm the ministry of the congregation and the United Church of Christ, to maintain confidentiality and to be judicious in word and action.

**SUPERVISION RECEIVED/EXERCISED:** Supervision may be provided by a variety of supervisory and management positions based on the situation/need. After an initial period of employment because of the general nature of the position's routine activities, close supervision should not be required nor expected.

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine muscle coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and hearing is required when providing phone and counter service. The need to lift, drag, and push files, computer reports, and other materials weighing up to 25 pounds also is required

- ***To apply: please send cover letter and resume to [COA@universityucc.org](mailto:COA@universityucc.org)***