

First Congregational Church of Haddam (FCCH)
905 Saybrook Road
Haddam, CT 06438

Higganum Congregational Church (HCC)
23 Parsonage Road
Higganum, CT 06441

JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DATE: November 1, 2020

REPORTS TO:

- 1) Minister (primary)
- 2) Joint Church Council (secondary)

SUPERVISES/MANAGES: N/A

ADVOCATE: Moderator of HCC or FCCH

JOB SUMMARY

Responsible for the day-to-day clerical needs of First Congregational Church of Haddam and Higganum Congregational Church.

KEY JOB TASKS

- 1) Prepare, proof, edit, and print bulletins for Sunday services, special services, and events as required, e.g. funerals.
- 2) Prepare, proof, edit, and transmit to Sunday leaders PowerPoint slideshows used in online worship.
- 3) Maintain church calendars; prepare and send out weekly emails/reminders for church meetings, programs, and events.
- 4) Prepare and print 'Flyers' as required for outlets including inserts into bulletins and promotions.
- 5) Update and maintain two websites (Wordpress) and Facebook pages with submitted information and calendars.
- 6) Pick up mail at the post office, sort to appropriate recipients. Manage emails and phone messages.
- 7) Submit, as required, monthly church schedule updates, notices (ads) of church events, fund raisers, etc. to local media.
- 8) Maintain current databases of church membership utilizing provided software (Church Windows).
- 9) Create and maintain church directories and shared membership lists.
- 10) Assist the pastor as needed in office capacity
- 11) Design, assemble, and distribute monthly newsletter via email and mail as requested.
- 12) Compile and print annual reports.
- 13) Maintain and order office supplies.
- 14) Organize and maintain church records in the filing cabinets and on the computer.
- 15) Coordinate completion of the UCC Annual Report for both churches.
- 16) Participate in annual review of goals and performance.
- 17) Comply with Covid19 procedures including: sanitize own workspace, wear mask, coordinate with cleaning schedule.
- 18) Any other duties that may be assigned from time to time.

REQUIRED COMPETENCIES

- Ability to interact with public, church staff, and church members.
- Ability to maintain confidentiality of all matters related to this position.
- Demonstrated PC, word processing, graphic design, and social media skills.
- Demonstrated knowledge of office equipment and filing systems.
- Demonstrated written and verbal communication skills.
- Creativity and attention to detail.
- Initiative to work independently and complete assignment with little supervision.
- Ability to comply with Church Safe Conduct policy (includes clean criminal background check).

WORK ENVIRONMENT and COMPENSATION

- This a part-time position. Compensation is at a negotiated hourly rate, which must be approved by the Business Committee with input from the Minister; current rate is \$16-\$20/hour depending on experience.
- The number of hours worked averages 40 hours per month. If the Church Office is open (Connecticut Phase 2 or Phase 3), employee will work there a portion of one day per week, and may work additional regular hours from home. If Office is closed (Phase 1), employee must be able to telecommute.
- Church will provide access to office supplies and equipment, including computer and printer on the Church property.
- As this is a position compensated on an hourly basis, the Church will not pay for time off due to vacation, illness, or other reason. If the employee is unable to meet any of the job tasks, as noted above, for any reason, they must make alternate arrangement with the Minister.
- Either party may terminate the paid relationship in writing with 30 days' notice.

TO APPLY

- Please, no calls or responses through social media. Send a brief email with two attachments- a properly-formatted cover letter describing pertinent experience as a Microsoft Word document and a resume in pdf format- to Rev. Michelle Madsen-Bibeau at mmadsenbibeau@gmail.com. Include "ADMIN SEARCH" in the email subject line.