

Bismarck United Church of Christ

1200 E Highland Acres Rd
Bismarck, ND 58501
(701)223-2915
www.uccbismarck.org

Job Title: Administrative Assistant

Reports to: Pastor

Schedule: Part-time. M-F. 9 AM to 1 PM, hours negotiable.

Salary: Starting at \$16,640

Response: Send cover letter, resume, and contact info for 3 references to apply@uccbismarck.org

We are a congregation where all are unconditionally welcomed, affirmed, accepted, and loved.

This position would be one of five part-time staff people. There is one full-time staff and a congregation of 250 active members. We are looking for an individual experienced with electronic communication and who has strong written, verbal, and interpersonal skills.

COVID-19 Safety Measures: This position requires minimal in-person contact as most of the daily business is handled by phone, email, or online. For instances with in-person contact, social distancing and masking are suggested throughout the pandemic.

Education, Skills, and Experience:

- Strong and consistent communication skills, verbal and written
- Proficient in desktop publishing, basic bookkeeping, social media, and digital resources
- Knowledge of Microsoft Office (Word & Excel essential), YouTube, Facebook, and MailChimp
- Collegial team player with readiness to accept/respond to interruptions/changing situations
- Ability to maintain confidentiality
- Ability to relate well to a wide array of people, treating all with respect and compassion
- Comfortable with people of all faiths and no faith.
- Able to work independently, often without supervision.

Primary Tasks, Duties, and Responsibilities:

- Provide primary contact with the public in the church office
- Update website, social media, and other electronic communications
- Liaison with other staff, committees, and designated contractors
- Schedule volunteers for various events
- Update church calendar, schedule groups requesting use of facilities, and send meeting reminders
- Responsible for publishing worship bulletins, event publicity, weekly emails, monthly newsletter, and annual reports
- Oversee the maintenance of electronic membership files and committee reports
- Bill pay and basic bookkeeping using QuickBooks Online.
- Order office supplies
- Deliver bulk mail to post office
- Maintain a pleasant and organized reception area and prepare space for church groups as needed