

CENTER CHURCH on the GREEN
ADMINISTRATIVE ASSISTANT/COMMUNICATIONS SPECIALIST

POSITION SUMMARY

The Administrative Assistant and Communications Specialist provides administrative support for the Senior Minister, Church Council, and Ladies' Mission Society, oversees and executes internal and external communications, maintains church directory and contact lists, collaborates with staff and church members to plan events and regarding facilities' use.

REPORTS TO Senior Minister

DIRECT REPORTS none

FULL-TIME 37.5 hours per week

SALARY & BENEFITS \$60-65,000, with competitive benefits package including health insurance, retirement contributions, and paid time off in accordance with Employee Handbook

ESSENTIAL JOB FUNCTIONS

- Serve as first point of contact for diverse inquiries by phone, email, and front door
- Utilize strong organizational skills to handle multiple priorities and projects simultaneously with a high level of competency, professionalism, and discretion.
- Prepare correspondence, reports, memoranda, meeting minutes and maintain files
- Maintain calendars for Meeting House and Parish House
- Manage virtual and print communications with members and the wider community including weekly bulletin, brochures, community events calendar, and digital media management (social media profiles and website administration)
- Maintain electronic and print mailing lists
- Carry out marketing, publicity, and outreach in coordination with the senior minister, including social media, websites, and regional news outlets.
- Exercise discretion in developing and producing content for various communications keeping in mind the mission and vision of the church
- Work with outside graphic designers, website developers, and other vendors to create and maintain branding
- Develop and implement avenues for streaming worship services and other events
- Lead and support event planning for varied church functions
- Oversee facilities use and rental. Meet with prospective renters, review facilities use form, collaborate with business manager to secure payment, among other details
- Assist business manager with tasks to ensure internal controls

- Keep official church records of births, baptisms, weddings, and funerals
- Attend Council, board, and committee meetings as requested
- Perform additional duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

- Excellent communication skills – verbal, written, and interpersonal
- Keen attention to detail and deadlines.
- Adept at using social media
- Proficiency in MS Office (Word, Excel, PowerPoint), Zoom, Constant Contact and the production of accurate correspondence, reports, and various communications
- Experience in problem-solving, able to trouble-shoot and implement effective solutions quickly and efficiently
- Successful candidate will possess a sincere, engaging personality to connect with a diverse population

EXPERIENCE & QUALIFICATIONS

- Bachelor's degree or an equivalent of combined education and experience
- Professional, friendly demeanor with keen skills in problem resolution, time management, flexibility and collaboration enhanced by a service-oriented spirit
- Experience in the organization and facilitation of events
- Effective working independently and as part of a team
- Ability to speak in support of the church's mission
- Proven ability to work with diverse populations and to successfully handle the tasks and demands of such a role
- Successfully pass all required background checks, including credit and criminal history checks

PHYSICAL REQUIREMENTS

- In-person attendance at regularly scheduled hours
- Lifting up to 20 lbs.
- Climbing stairs
- Standing
- Sitting
- Reaching
- Walking
- Bending
- Repetitive Motion

For more information or to apply, contact Rev. Ashley Cleere: pastor@ccotg.org.

Center Church on the Green provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.