

Follen Finance and Human Resources Action Team

Administrative Assistant to the Director of Community Engagement

Job Description

December 14, 2016

Title: Administrative Assistant

Reports to: Director of Community Engagement

Effective: immediately

Schedule: Part-time starting at approximately 5 hours a week, Thursdays and Fridays afternoons. There may be possibility for hours to increase over time.

Compensation and Benefits: Hourly pay commensurate with experience. No benefits.

Summary: The administrative assistant will support the Director of Community Engagement, with the primary task of creating and publishing the weekly order of service and special orders of service. Other tasks may be included such as organizational work, filing, and helping create other communications and publications.

Essential Functions:

- Coordinate with Minister, Music Director, Director of Community Engagement, and Director of Religious Education as well as lay leaders to receive elements for the order of worship.

- Create, format, and edit order of service based on direction from Director of Community Engagement.

- Maintain an organized system of archiving digital and paper copies of the order of service, so that any order of service from any date can be retrieved without difficulty.

Other Responsibilities:

- Pick up printed order of service and other items from local printer store.

- The job may expand over time to include creation of the email newsletter, under the supervision of the Director of Community Engagement, as well as possibly some administrative support for the Religious Education program.

- Other appropriate work as it arises.

Minimum Qualifications

Education: Skill and experience with touch-typing, PC and Mac computers, Microsoft Office and

Publisher; ability and interest in learning new technologies. Experience with Mailchimp and other email services is a bonus.

Licensure: None.

Physical Requirements:

Able to move freely in and out of different settings.

Able to see and use printed paper as well as computer screens and other web-enabled devices.

Able to manage own transportation to print shop and carry printed materials to the church.

Apply: Please send resume and cover letter to: dce@follen.org.

Application deadline January 31, 2017.