

Follen Church
RELIGIOUS EDUCATION ADMINISTRATIVE ASSISTANT
Job Description

Created: August 2022

Reports to: Director of Religious Education

Effective: immediately

FLSA Status: non-exempt

Hours: 8 hours per week average year round (see below)

Starting Compensation: \$20 per hour

Contact: Please email a letter of interest noting qualifications, and resume, to humanresources@follen.org. Feel free to reach out to the Director of Religious Education, Beryl Aschenberg, with any questions at beryl.aschenberg@follen.org. We will process these applications through rolling submission, with the goal of hiring within the month of September 2022.

Reporting to the Director of Religious Education (DRE), the Religious Education (RE) Assistant's role as a professional on the staff team is to help support, maintain, and enhance the religious growth and learning of program participants. This is a twelve-month, eight hour per week position, with some additional hours allotted throughout the year for special events and program needs. Sunday morning work will be required September-June, with up to one Sunday per month off scheduled in advance with Supervisor and on occasion during the summer months.

1. Essential Functions Include:

- a. **Clerical and Administrative Support:** Manage RE database (Breeze); develop and maintain extensive digital documents, forms, and records including RE registration, attendance, and class information; paper document design, copy, and distribution as needed; curriculum distribution; RE library upkeep; RE Volunteer screening and general RE recordkeeping. Assist with online technical support as needed (eg. Zoom). Collaborate with other Follen staff on projects as needed.
- b. **Communications:** Facilitate communications with RE parents, RE volunteers, and congregation at large; process RE mailings; assist with RE publications and promotion design; work with social media, digital, and computer technology. Attend regular meetings with DRE, and monthly RE Action Team meetings as time permits. Keep supervisor informed about progress and problems; avoid surprises.
- c. **Supply and Facility Management:** Help determine weekly supplies needed for individual lessons; make purchases; oversee and maintain supply inventory; upkeep of storage areas; make special distributions as needed; and monitor safety and cleanliness of RE spaces.
- d. **Leadership:** Oversee RE safety policies and procedures; train and support RE Class Assistants; provide organizational support, aid, or leadership in RE classes and events as needed.
- e. **Provide a Warm, Welcoming Presence:** serve as an entry point envoy to Follen's Religious Education program and the church.
- f. **Perform other related duties as assigned by the supervisor.**

2. Minimum Qualifications

- a. Clean “Trusted Employee” national background check required.
- b. Associates Degree or two years of college; 3 years of related experience preferred.
- c. Proven proficiency in Google apps, including Drive, Docs, Sheets, Slides, Forms, Gmail, and Calendar, or in similar Microsoft applications.
- d. Proven competency in database management and social media.
- e. Understands and aligns well with Unitarian Universalist principles and working in a church environment.

3. Core Competencies

Technical Expertise: demonstrates the technical skills required to proficiently execute the essential functions of the job.

Organization and Time Management: Is able and willing to focus time on tasks that contribute to organizational and position goals; uses time effectively and efficiently; plans, organizes and implements multiple responsibilities and projects concurrently; concentrates their efforts on the most important priorities; can appropriately balance priorities.

Informing Others: Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.

Initiative/Independence: Able to work things out without having to be shown too often. Takes responsibility for own time and effectiveness. Alert to opportunities to contribute appropriately without being told. Able to spot and implement opportunities for improving situations. Uses sound logic to approach problems and apply effective solutions. Responds quickly and decisively to urgent situations. Is creative and flexible.

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to small details.

Communications: Is able to write and speak clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context; demonstrates communication styles appropriate to the situation at hand; and adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener. Keeps all relevant parties informed about progress and problems; avoids surprises. Uses diplomacy and tact in their interactions; avoids communication triangles.

Hospitality Orientation and Interpersonal Skills: Generates a sense of hospitality and or accessibility by their very presence; communicates a sense of availability, warmth, and approachability; fosters natural connections between members of the congregation and with visitors; builds appropriate rapport; demonstrates concern for and attends to the needs of others; is able and willing to supply answers and resources that others find satisfying.

Physical Requirements:

- Must be able to do light lifting and movement of materials, equipment, and supplies.
- Must be able to sit or stand for several hours at a time.

Salary/Wages: ● Salary as allocated in current church budget*

- Regular work hours and schedule approved by the DRE
- Must be able to work most Sundays between September and June unless agreed upon with supervisor.
- Must be available to work on RE Volunteer Orientation day in August or September.

Follen is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.