

Church Administrative Assistant - Lakeville

4/19/2023

Church Administrative Assistant – Lakeville United Church of Christ

We are looking for someone with a welcoming, courteous and respectful personality for the position of part-time, 10 hours/ week, year-round Church Administrative Assistant. As the point person for communications in the church, the ideal candidate needs excellent written and verbal communication skills, great organizational skills, strong computer skills including Word, Excel, PowerPoint, along with email and social media (Facebook). Experience with office administration (filing, calendar management, ordering supplies, processing mail), as well as ability to use copy machine and answering machine is essential.

As Church Administrative Assistant you will often be the initial “face of the church” so you need to be someone who expresses sensitivity, and compassion, as well as having a high level of discretion over confidential matters.

Your responsibilities will include:

- Preparing church communications, in print, (Sunday bulletins, council meeting reports), via email (weekly News Notes) and/or social media
- Greeting visitors, answering phones, routing emails
- Coordinating church calendar and building usage
- Maintaining church directories and membership roles

Remuneration is commensurate with experience.

Lakeville United Church of Christ is committed to welcoming people of any sexual orientation, gender identity, ethnicity, race, ability and socioeconomic status. Applicants are expected to support our welcome of all people.

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