

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: Senior Pastor

Schedule: Part-time. M-F. 9 AM – 1 PM (schedule negotiable)

Salary: Starting at \$13,000

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

Education, Skills, and Experience:

- Strong and consistent communication skills, verbal and written
- Proficient in desktop publishing, basic bookkeeping, social media, and digital resources
- 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.

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
- Update church calendar and schedule groups requesting use of facilities
- Gather, create and archive church communications and event publicity
- Responsible for publishing weekly bulletin, bulletins for special services, bulletin board, monthly newsletter, and annual reports
- Maintain electronic files of membership and committee reports
- Bill pay and basic bookkeeping
- Order office supplies
- Deliver bulk mail to post office
- Maintain a pleasant and organized reception area and prepare space for church groups as needed

Supervisory responsibilities:

- Schedule and supervise volunteer receptionists
- Schedule and supervise “folding” teams for mass mailings