



The UCC Congregation of
Ziegels Union Church
9990 Ziegels Church Road, Breinigsville, PA 18031
610.285.6157

www.ziegelschurch.org

Rev. Dr. Larry Pickens, designated pastor

Submit a cover letter and resume to ziegelsucc@gmail.com or mail to
Ziegels Union Church
ATTN: Part-time UCC Administrative Assistant Position
9990 Ziegels Church Road
Breinigsville, PA 18031
by February 1, 2023

Position Title: Administrative Assistant (part-time)
Supervisor: Ziegel's UCC Consistory and Pastor
Classification: Non-exempt (part-time, 20/hrs. week)
Compensation: \$20/hr.

Overview

The United Church of Christ Congregation of Ziegels Union Church is seeking a reliable administrative assistant to provide support to the UCC Pastor and Consistory. The position is part-time (20 hours/week), year-round. Position requires a self-starter with excellent time management, multi-tasking and organization skills. Attention to detail, a commitment to accuracy and excellent interpersonal skills required. The successful candidate must be able to work independently with minimal supervision in the church office.

Responsibilities

- Update and enter data into membership records using Church Windows software, e.g. addresses, emails, phone numbers, birthdays, deaths, membership activity level, member contributions, offering.
- Prepare and distribute (mail and/or email) member financial records annually
- Type, format, edit, print and collate weekly worship service bulletins and monthly newsletter.
- Coordinate the worship service coverage schedule, e.g. lay readers, sound system, ushers, etc.
- Compile and distribute UCC annual report.
- Maintain all UCC church records, such as information regarding baptisms and marriages. Keep church staff informed of member needs such as deaths, illness and other requests.
- Retain electronic copies of monthly Consistory agenda and related materials, e.g. meeting minutes, financial reports.

- Update and help maintain the church calendar in google drive, on the bulletin board and in office and keep staff up-to-date on upcoming meetings and events.
- Act as liaison to other volunteer organizations and church-affiliated committees and assist, as needed, with details for weddings, funerals, baptisms and other events using church facilities.
- Answer and respond to phone messages and/or transfer to appropriate church staff or church leaders.
- Read and respond to emails.
- Refer visitors and parishioners to pastors or other church staff when necessary.
- Monitor office supplies inventory and order as needed.
- Open and distribute mail as appropriate.
- Attend office staff meetings.
- Keep office clean and orderly.
- Perform other clerical duties as assigned by Consistory or the Pastor.

Qualifications/Experience

- High school diploma required, some college preferred.
- Basic office and work experience required.
- Must possess good telephone and communication skills. Exercise tact, courtesy, confidentiality and diplomacy in receiving callers, in person or by telephone.
- Demonstrate patience and understanding when dealing with parishioners and visitors to the office.
- Must be familiar using Microsoft applications, i.e. Word, Excel, Access, Publisher, PowerPoint, One Drive, Google Mail, Google Shared Drive, DropBox, Windows platform, and social media such as Facebook and Constant Contact.
- Demonstrate ability to independently perform general office work minimally supervised by the Pastor and Consistory President, and work cooperatively with other Union Church staff.
- Exhibit strong organizational skills; accuracy and attention to detail is a must.
- Basic accounting/bookkeeping procedures and good organizational skills preferred.
- Capable of efficiently multitasking on a regular basis.
- Must show a willing attitude of Christian service to their position and its responsibility.

Work Environment

- Majority of the workday will be spent in an office setting.
- Some light walking and lifting is required.