

Administrative Secretary

Somers Congregational Church UCC

Position Description:

Provide administrative support to the Pastor and church committees with record keeping and creation/distribution of church communications and reports.

Manage the church office and respond to the needs of the members of the church.

Reporting Relationship: Supervised by the Pastor

Work Schedule: Work schedule is Monday-Thursday: 9:00 am -11:30 am;

Friday: 9:00 am - 11:00 am

Hourly Rate: \$15.50/hour

Duties & Responsibilities:

- Follow directions as assigned by the Pastor.
- Assist with the management of the Pastor's and church calendar.
- Participate in staff meetings with the Pastor.
- Assist the Pastor with the scheduling of weddings, funerals, events, special meetings and activities of the church.
- Pick up the mail at the Post Office and church drop box and sort it into the appropriate mailboxes in the office.
- Monitor the church email and voicemail and forward messages to appropriate people.
- Produce church communication documents for members/friends of the church: weekly worship bulletin, Constant Contact messages, and monthly church newsletter.
- Prepare and distribute the monthly Church Council packet electronically.
- Maintain and ensure that the church mailing and e-mail lists are up to date and accurate.
- Assist committees in printing of letters, forms, signs, surveys, and other materials, as requested.
- Prepare the church's Annual Report by collecting reports from each committee, assembling, printing, and distributing electronically in advance of the annual church meeting.

- Prepare, assemble and submit the annual report to the SNEUCC.
- Maintain and update the church web site calendar.
- Maintain a current events calendar. Church activities and ministries have priority in scheduling. Notify appropriate people (Cleaning Specialist, Facilities Committee, and Deacons, etc.) of changes in room use.
- Maintain church records (computer and paper files) in a systematic and easily accessible manner: church membership, baptisms, confirmands, weddings, deaths of church members, funerals, memorial contributions, and other records, as needed.
- Acknowledge receipt of all memorial donations to the donor.
- Monitors the office supplies and orders supplies, when needed.
- Adhere to church policies: no smoking on church property; no personal emails on church computer or personal phone calls during work hours.
- Submit time card each Thursday for hours worked in the current week to the Pastor and Treasurer for approval.
- Perform other duties as assigned.

Position Qualifications:

- Interact positively with others.
- Demonstrate professional demeanor
- Communicate effectively
- Build good relationships with colleagues, members and visitors
- Be dependable and flexible.
- Establish priorities and manage multiple tasks
- Demonstrate computer proficiency including google docs.
- Manage time effectively
- Proofread accurately

Please email your resume to Pastor Scott Spence:

scott@thesomerschurch.org

Phone: (860) 763-4021; Monday - Friday 9 am - 11 am