HIRING:
Part Time (to Full Time) Administrative Assistant

HOURS:
Varies until Church Reopen October 2021

Salary:
$18.00 - $25.00 (DOE)

CORE RESPONSIBILITIES:
The Administrative Assistant is responsible for administrative support of the professional staff, management of building usage, production of church publications, maintaining the church website, and maintaining the church database as instructed. The Administrative Assistant is also a center for communications with and between church staff, the congregants, visitors, and the community. The Administrative Assistant must adhere to the Safe Church Policy. The administrative assistant reports directly to the Lead Minister and or Moderator.

SKILLS REQUIRED:
- Friendly, welcoming and gracious manner.
- Computer skills: primarily Microsoft Word and Outlook.
- Experience with website content maintenance.
- Excellent interpersonal verbal and written communication skills.
- Be an excellent speller with a solid command of grammar.
- The ability to recognize and respect confidential matters.
- Graphic Design experience is a plus.
- Enjoy the challenges of learning a new software program.

Submit cover letter and resume to:
Lmsfccfin@gmail.com
or
First Congregational Church SB UCC
ATTN: Personnel Committee
2102 State Street
Santa Barbara, CA 93105