



**Job Title:** Office Assistant Administrator

**Location:** South Church in Andover, MA

**Employment Type:** Part-Time Mon-Thur 9AM-12PM (min. 12 hrs/week with up to 20 hrs. as needed)

**About Us:** South Church is an open and affirming congregation welcoming all to apply, regardless of age, gender, gender identity, gender expression, sexual orientation, marital status, race and ethnicity, physical and mental ability or economic circumstance. We are a progressive, vibrant, christian church following in the way of Jesus, welcoming all and actively nurturing connections within and beyond our walls to bring meaning and joy in spiritual growth, fellowship, and service.

**Job Description:** We are looking for a highly-organized, friendly, approachable Office Assistant Administrator to join our staff, help us offer a warm welcome and support staff/team functions in a timely manner. In this in-person role, you will:

1. **Offer** hospitality and welcome in a warm, timely, pastoral manner (in-person, phone and email)
2. **Maintain** church calendars, member database/name tags, volunteer software, CORI checks, weekly worship lyric document, attendance numbers, birthday lists, Edgewood worship bulletins, new member bulletin board, annual reports, and office/staff/team supply ordering.
3. **Oversee** all postal mailings, Zoom meeting scheduling, bereavement cards, annual UCC reporting, and all things related to baptisms, weddings, and memorial services.

You will collaborate closely with staff, teams, committees, and the congregation and play a vital role in people finding connection at South Church.

### Qualifications

- Proficiency with Google Workspace (formerly G Suite), including Gmail, Google Drive, Google Docs, Google Sheets, and Google Groups.
- Proficiency designing with Canva (online design platform)
- Ability to learn REALM (church management software)
- Ability to learn Better Impact (volunteer management software)

### Skills

- Communication Skills
  - a. Verbal/Written Communication: Clear, professional communication with visitors and staff.
  - b. Listening: Ability to actively listen and address concerns compassionately and effectively.
- Interpersonal Skills
  - a. Customer Service: Friendly, approachable demeanor to make visitors feel welcome.
  - b. Empathy and Patience: Handling people calmly and professionally.
- Organizational Skills
  - a. Time Management: Prioritizing tasks, managing time efficiently in a busy environment.
  - b. Attention to Detail: Ensuring accuracy in scheduling and record keeping.
- Professionalism
  - a. Reliability: Being punctual, dependable, and consistent in quality of work.
  - b. Discretion: Handling sensitive information with confidentiality and integrity.
- Teamwork and Cooperation: Working effectively with staff, teams, and visitors.

**What We Offer:** \$22/hour

**How to Apply:** Submit your resume/CV and cover letter via email to [dana@southchurch.com](mailto:dana@southchurch.com) and [nora@southchurch.com](mailto:nora@southchurch.com). Interviews will begin the first full week of January.

**We are an equal opportunity employer and are committed to fostering a diverse and inclusive workplace.**

[southchurch.com](http://southchurch.com)