

PART-TIME CHURCH ADMINISTRATIVE ASSISTANT (Downtown DC)

First Congregational United Church of Christ (UCC) seeks a skilled, dynamic Administrative Assistant, approximately 22 hours per week, Tuesday-Friday. This individual will fulfill a multi-faceted role in the life of the church, supporting the mission and ministry of a progressive DC congregation, while also serving as the face of extravagant hospitality for all who walk through our doors.

Seeking a candidate proficient in Word, Excel, Outlook, Google platform, database management and familiar with using office equipment. Graphic design skills and ability to update a WordPress-based website preferred.

Responsibilities include reception duties; order supplies; maintain records and church calendar; produce e-newsletters and worship bulletins; update website; and keep financial records as requested. Must demonstrate excellent verbal and written communication skills and possess the initiative to learn new systems, flexibility, and an eagerness to work both independently and as a supportive member of a multi-person staff. We are an Open and Affirming and Anti-Racist congregation; LGBTQ+ individuals and people of color encouraged to apply.

First Church's Employment Policies and Guidelines Manual precludes the church from hiring members; external candidates only.

Location: Downtown DC, at 10th and G – 945 G Street NW, Metro accessible (Metro Center/Gallery Place)
Compensation: \$18.00 to \$22.00 per hour depending on experience, healthcare stipend, free parking included.

Contact: E-mail resume and cover letter to FirstChurchDChiring@gmail.com
No phone calls, please.