

Zion Reformed United Church of Christ

Position: Administrative Assistant

Classification: Part Time/Exempt

An employer/employee relationship shall exist between Zion Reformed UCC and the Administrative Assistant.

The Administrative Assistant shall be an employee at will and authorized to work in the state of Maryland.

The Administrative Assistant shall report to and receive guidance from the Pastor and the President of the Consistory.

Essential Duties and Responsibilities

- Answers and screens all incoming calls, referring them as appropriate or taking a message
- Works with the Administrative Team and Pastor to publish weekly worship bulletins, special service bulletins, and the monthly newsletter
- Prepares and mails the Worship Connections version of the bulletin to those who are unable to attend worship
- Responds to all email and mail correspondence, including maintaining a card ministry
- Maintains an orderly and clean office and filing system
- Maintains church records including membership, baptisms, marriages, attendance, deaths, and memorial gifts using ShareFaith Connect church management software (ChMS)
**ChMS experience preferred but not required*
- Manages a calendar of all church events including facility needs
- Publishes and distributes documentation to support Consistory President in preparation for monthly and annual congregational meetings
- Manages office and church supplies, keeps track of inventory and buys more as needed
- Attends staff meetings bi-weekly
- Is able to lift and carry 25 pounds as needed
- Completes other duties as assigned

Required Knowledge, Skills and Abilities

- Demonstrates commitment to the church's mission and message
- Uses Microsoft Office Suite including Word, Excel, Access, PowerPoint and Publisher efficiently
- Works at a fast pace and is able to meet weekly deadlines
- Offers a gracious welcome to visitors and members, especially in times of grief and crisis
- Maintains strict confidentiality and uses good judgment in dealing with sensitive and personal issues
- Communicates effectively orally and in writing
- Is a self-starter with an innovative approach to administration and has a keen eye to detail
- Is skilled at light bookkeeping
- Is able to prioritize with minimal guidance or assistance
- Is comfortable with technology and general data processing duties and is willing to learn new programs

- Is able to be cross-trained with other staff as needed
- Is a team player

Education and Experience

- High school diploma or a GED equivalent is required
- Associate's degree or Bachelor's degree is preferred
- A minimum of two years of clerical and administrative experience is required

Salary and Hours

The Administrative Assistant will work 20 hours per week at an hourly rate of \$16 - \$18 depending upon experience and work from 8:30 am to 12:30 pm, Monday through Friday. Some flexibility may be required to accommodate special events and services.

Personnel Policy and Expectations

1. The Administrative Assistant is governed by the conditions set forth in the job description.
2. The Administrative Assistant will comply with the guidelines set forth in the current Zion Personnel Policy, the current Zion Network Privacy Policy, and the UCC Safe Conduct Policy.
3. The Administrative Assistant must pass a background check in accordance with the UCC's Safe Conduct Policy.

Application Process:

Send or drop off cover letter and resume in a sealed envelope by September 7, 2022, to Zion Reformed UCC, Attn: Personnel Team, 201 N. Potomac Street, Hagerstown, MD 21740. Additionally, you may email your cover letter and resume to Pastor Katie at pastorkt143@gmail.com. Questions and concerns may be directed to Pastor Katie by email or phone at 240.418.8028.

About Zion Reformed UCC

Zion Reformed United Church of Christ (www.zionreformed.church) is an inviting and active congregation of the United Church of Christ (www.ucc.org) in the mainline Protestant tradition. Located in downtown Hagerstown, Maryland, our congregation is over 250 years old with roots back to Hagerstown's founder, Jonathan Hager, making our church the oldest continuously used church in Washington County. We are a growing faith community intent on hearing the still speaking voice of God in the 21st century and creating a just world for all. We welcome and include people of every sexual orientation, gender identity or expression, age and size, color and culture, socio-economic circumstance, marital status, ability and challenge.

Vision Statement: To Share God's Inclusive Love, Uniting Us with Our Community

Mission Statement: To share the gospel of Christ in such a way that we find God, grow our faith, discover our purpose and make a difference

As followers of Christ, we share these Core Values:

1. Community: Where We Show Love of God And One Another
 - Welcoming All People
 - Celebrating Unity And Diversity
 - Working In Partnership With Other Churches
2. Spiritual Life: Where God Is Still Speaking
 - Encouraging People On Their Faith Journey
 - Listening Through Prayer
 - Forgiving And Being Forgiven
3. Discipleship In Action: Where Justice Isn't About "Just Us"
 - Striving To Imitate The Life of Christ In Thought, Word, And Deed
 - Being Good stewards of Time, Talent & Resources
 - Acting As Christ's Hands & voice In The World
 - Caring For God's Creation