

ERUCC Office Assistant

Position Summary

The Office Assistant supports the mission of ERUCC by providing administrative, communications, and facilities coordination under the supervision of the Church Administrator. This position helps ensure efficient office operations, effective communication, and welcoming spaces for ministry, worship, and community events.

Schedule: 20 hours per week

Compensation: \$19.75 per hour

Primary Responsibilities

Facilities & Event Coordination

- Coordinate church facility reservations, rentals, and calendar scheduling, giving priority to church ministries and events.
- Manage event logistics, including room setup, building access, technology needs, and cleanup.
- Work with staff, volunteers, and community groups to support successful events.

Communications and Technology

- Create and maintain website and social media content under the direction of pastoral staff.
- Monitor church social media and foster a welcoming, mission-centered online presence.
- Assist with church management software, office technology, and audiovisual systems, including training staff and volunteers as needed.

Office Administration

- Support daily office operations by answering phones and emails, welcoming visitors, assisting with Sunday registration, and preparing reports and meeting materials.
- Maintain calendars, records, and administrative systems while following church policies and confidentiality standards.
- Participate in staff meetings.
- Provide administrative support for church programs and special events.

Qualifications

- Associate's degree or equivalent experience.
- Proficiency with Microsoft Office and general office technology.
- Strong organizational, communication, and time-management skills.

- Experience with social media platforms and digital content creation.
- Ability to learn new technology and manage multiple priorities.
- Appreciation for ERUCC's inclusive, progressive ministry and mission.

Personal Attributes

The successful candidate is:

- Organized, dependable, and detail-oriented.
- Welcoming, collaborative, and service-minded.
- Trustworthy, adaptable, and able to work independently.
- Committed to respectful communication and inclusive ministry.

Work Schedule

This is a **20-hour-per-week** position with a schedule established by the Church Administrator to meet the needs of the church. The position includes:

- Two Sundays each month (8:00 a.m.–12:00 p.m.).
- Remaining hours may include occasional evening and weekend hours.
- Additional hours may be required during major church seasons and special events.

Conditions of Employment

Employment is contingent upon a successful background check and compliance with ERUCC policies regarding confidentiality and workplace conduct.

Physical Requirements

Ability to move throughout the church campus; assist with event setup by moving tables and chairs; sit for extended periods while working at a computer; and occasionally lift up to 50 pounds.

To apply, please send resume and cover letter to personnel@erucc.org.