

**Job Description**  
**Office Manager & Director of Communications (Part-Time)**

Position Summary:

First United Church of Christ of Northfield—an Open & Affirming, Just Peace, Immigrant Welcoming Congregation—is seeking a part-time Office Manager & Director of Communications.

The Office Manager & Director of Communications will work with the Senior Minister, staff, and church leadership, carrying out the strategy for all communications (including website, social media, public relations messages, and print collateral) to consistently articulate the mission of First United Church of Christ. This person connects parties and provides the first impression of the generous welcome of First UCC and organizes operations and procedures to ensure administrative effectiveness and efficiency in the ministry of the church. Preferably the person in this position will also handle bookkeeping, but applicants without this type of experience are still encouraged to apply. The Office Manager & Director of Communications reports to the Senior Minister.

Responsibilities:

- Curate and maintain content for social media platforms, website, and print materials.
  
- Create a twice-weekly e-newsletter as well as special email communications when needed.
  
- Maintain the membership database including the recording of donations, reimbursements, contact changes, attendance records, and records of baptisms, memberships, marriages, and deaths.
  
- Prepare and upload worship bulletins for Sunday and special services.
  
- Assist in the creation and mailing of congregation-wide and targeted specific mailings as well as administrative communication.
  
- Perform administrative functions that ensure effective daily operations including email, reception, and various office tasks like mail opening, filing, ordering supplies, telephone coverage, etc.
  
- Perform administrative tasks as needed for lay leadership, including scheduling of workers in the building and serving as a liaison for the Facilities Committee.
  
- Pay bills using QuickBooks, maintaining all financial and budget records.
  
- Participate in staff meetings.
  
- Oversee management of worship livestream; communicate with AV Technician about weekly worship needs.
  
- Other duties as assigned.

Qualifications:

- Proficient computer skills, including, but not limited to, the use of Google Workspace, Mail Chimp, Apple IOS, Microsoft products, QuickBooks, and WordPress.
- Knowledge and competence in use of social media platforms.
- Excellent writing, editing, and verbal communication skills.
- Skill in graphic and web design for print and digital media preferred.
- Basic bookkeeping skills preferred.
- Self-starter, able to work independently, ability to prioritize work.
- Patient, good-natured, good with people, friendly.
- Excellent time management skills, and entrepreneurial mindset; enjoys creating and implementing new initiatives.
- Understanding of the nature of the church's work and mission, and willingness to work with others toward those goals.
- Ability to maintain confidentiality, to work effectively with all types of personalities, be responsive to the needs of volunteers, and collaborate well with other church staff and members.

Work Schedule:

This is a part-time position at 25 to 30 hours per week.

Benefits - Annuity and PTO.

**To Apply – Please send a resumé and cover letter explaining what personal qualities and experiences you bring that will make you an excellent candidate for this position.**

First UCC is an Equal Opportunity Employer. People of all races, genders, gender expressions, sexual orientations, and socioeconomic backgrounds are encouraged to apply. Send resume and cover letter via Indeed or to [seniorminister@firstucc.org](mailto:seniorminister@firstucc.org) by SEPTEMBER 25. No phone calls please.