



Cottage Grove United Church of Christ (CGUCC) in Cottage Grove, Minnesota is seeking a dynamic, self-motivated, vibrant individual to serve as Administrative Assistant to the Senior Pastor. This person will be the welcoming face of the church to all who enter the church office. The Administrative Assistant will work cooperatively and efficiently with and under the Senior Pastor (the direct supervisor) and members of the Executive Team. This position has the following responsibilities:

- Maintain all church records in an orderly manner.
- Prepare as necessary all materials, hard copy and/or digital, for the worship services.
- Edit, produce and distribute the weekly church newsletter (electronic/print).
- Provide any requested information to members of the congregation, church council and church council executive team.
- Maintain all required mailing lists.
- Record all offerings taken as well as prepare and distribute all annual and quarterly financial giving statements.
- Prepare and produce the Annual Report.
- Manage office supplies and materials needed for the operation of the church; keep track of inventory and purchase more as needed, under the general direction of the Pastor.
- Maintain the church website with events, news, etc.
- Answer all incoming calls and greet visitors, direct them appropriately or take messages.
- Responsible for internal marketing of various church groups and service opportunities within the church.
- Attend and participate in the Pastor's staff meetings and work cooperatively with other staff of CGUCC.
- Work cooperatively with the various volunteers of the church.
- Perform any additional duties required of the church office, as assigned by the Senior Pastor.

MINIMUM QUALIFICATIONS:

- Experience working as an Administrative Assistant preferred.
- Customer service skills are an essential.
- Must be courteous and tactful with members and visitors, especially in times of grief and crises in their lives.
- Must be a self-starter and able to prioritize responsibilities without much guidance.
- Must maintain confidentiality in all matters related to the church.
- Simple accounting skills and great attention to detail are required.
- Must be able to work at a fast pace and stick to weekly deadlines.
- Strong communication skills both verbally and in writing are necessary.
- Experience in the use of Microsoft Office and the willingness to learn church management, email marketing, and web design software as well as other web-based applications.

This is a part-time position (25 – 30 hours per week) with a beginning wage of \$17.00 per hour. The office hours for this position are 9:00 a.m. – 2:00 p.m. Monday through Friday – some flexibility is negotiable for the right candidate.

Visit CGUCC's website at www.cgucc.org for more information about us. To apply, send a resume and cover letter to cgucc.hiring@yahoo.com.