SEEKING PART TIME ADMINISTRATIVE ASSISTANT TO WORK WITH A PART TIME PASTOR IN A HISTORICALLY BLACK CHURCH IN HARTFORD, CT

We are seeking to hire a part time administrative assistant to work up to 20 hours per week to work with our Pastor, church moderator, office manager and/or church treasurer. The ideal person has demonstrated good judgment, patience, flexibility, and efficiency in working independently (remotely or at the church) and as part of a team. The ideal candidate will have the following skills, experience, and personal attributes:

- Strong organizational and administrative skills (such as typing, filing, copying, scanning, producing and distributing correspondence, etc.)
- Excellent oral and written communication skills (including writing emails and letters on behalf of our Pastor, good proofreading skills)
- Attention to detail and problem-solving skills
- Excellent time management skills and ability to multi-task and prioritize work
- Demonstrated experience with handling sensitive and confidential information appropriately; dependable and reliable
- Proficiency in Microsoft Office skills (e.g., Office 365, Word, Windows, Excel, PowerPoint, Outlook, One Drive, Microsoft Edge)
- Working knowledge of social media platforms such as Zoom, Face Book, and You Tube
- Experience with updating and/or maintaining websites
- Organize and schedule meetings and appointments (in person or virtual)
- Take accurate minutes of meetings
- Organize and/or book travel arrangements for our Pastor and conference attendees, if requested
- Experience working with a church or similar non-profit organization

Faith Congregational Church is the oldest black church in the city of Hartford. We are affiliated with the United Church of Christ (“UCC”), the first mainline church to speak out against slavery, the first mainline church to ordain a woman and the first to ordain a LGBTQ person into the ministry. For more than 200 years, we have been a caring, welcoming community, advocating for equity and social justice for our community, neighbors and brothers and sisters abroad. We are a socially progressive, yet a Bible-based church, inclusive and diverse, justice minded and unapologetic about our faith and our witness.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Faith Church is an equal opportunity/affirmative action/diversity, equity and inclusion, non-profit organization, and employer, that strongly encourages the applications of women, minorities, people of color, veterans, and persons with disabilities.

Please send all inquiries, responses or resumes to alfredagaither@gmail.com.