

## JOB POSTING:

### **Administrative Assistant part-time, work from home**

The Unitarian Universalist Fellowship of Central Michigan (UUFCM) is seeking a part-time Administrative Assistant who will work from home starting July 1, 2023. UUFCM is a liberal multi-faith community of about a hundred members with progressive values that include and welcome all people. We are looking for someone with administrative skills and experience to work with staff and volunteers on internal and external communication.

#### HOURS, PAY, AND BENEFITS:

- \$20 per hour
- two weeks paid vacation per year
- 7 hours per week (approximately), some of which are flexible and some at required times (to be determined)
- one-year renewable contract, starting July 1, 2023

#### REQUIRED QUALIFICATIONS:

- must have reliable access to computer and internet
- administrative or office experience required
- skilled with Zoom, email, word processing, creating digital archives
- good written communication skills
- experience with email server such as Mail Chimp

#### PREFERRED QUALIFICATIONS:

- experience with website maintenance
- experience with graphic design for brochures, flyers, directories
- experience with Google Suite or Google Workspace software

#### JOB DUTIES INCLUDE:

- prepare and distribute weekly email newsletter, working with UUFCM staff and volunteers
- update UUFCM website weekly
- work with UUFCM Minister and worship team to prepare print materials for Sunday worship service
- update directory of UUFCM members regularly
- attend Zoom meetings 1-2 times per week at scheduled times
- support Minister and board members with documents as needed

#### APPLICATION AND DEADLINE:

- Please send cover letter, resume and list of references by June 1 to:
- Rev. Drew Frantz / [minister@uufcm.org](mailto:minister@uufcm.org) / 440-935-0129

*UUFCM is an equal opportunity employer. All people are welcome to apply.*

**Unitarian Universalist Fellowship of Central Michigan**  
**319 S. University Street, Mount Pleasant, MI / UUFCM.org**  
***a religious community, guided by love, transforming our lives and our world***