

Religious Education Administrative Assistant

Position Description:

To assist the Director of Religious Education (DRE) in a variety of administrative tasks on Sundays and at other times and assists the church with input and management of data. This position is part-time hourly with an average of 10-15 hours per week including Sundays. The location of the work is at TUCW's main building in Westport. This position reports to the DRE.

Job Requirements:

- Bachelor's degree or pursuing one
- Excellent computer skills including graphic art and brochure making, and excel
- Demonstrated experience and able to interact with people of all ages
- Attentive to detail

Duties and Responsibilities:

On Sunday mornings, under the overall direction of the DRE:

- Prepare classrooms, educational materials and worship spaces for use and clean up at the end of Sunday programming
- Greet children, parents and volunteers
- Monitor classroom logs, and attendance
- Oversees supplies and curriculum storage and reports shortages to the DRE
- Assists in the classroom as required

At other times:

- Assists in preparing for multigenerational services
- Assists in teacher recruitment (twice each year) & support as needed.
- Assists in RE communications (bulletin boards, newsletters, online)
- Conducts research regarding religious education programming and availability of relevant materials

Data:

- Keep congregational database updated for name, phone, postal and email addresses, and other relevant information; perform periodic quality control checks and interface with other office staff as needed to ensure information accuracy.

Application Instructions:

Please email your resume to jobs@uuwestport.org and include in your email an explanation of your interest in this position. No phone calls or walk-ins please. Please only apply if you can commit to working every Sunday morning.