

## **First Unitarian Universalist Church of Columbus**

**Date:** January 23, 2025

**Position Title:** Congregational Life Assistant

**Reports to:** Minister of Congregational Life

**FLSA Status:** Non-Exempt, 20-hours

Under the direction of the Minister of Congregational Life, tasks include:

- **Visitors**
  - Be present Sunday mornings to greet and welcome visitors
  - Maintain volunteer list and schedule for Welcome Team
  - Gather and record visitor information in our database and follow up with visitors
- **Members**
  - Maintain and update church database
  - Create and maintain class, group, and event registrations
  - Maintain records of volunteer participation and leadership, including facilitation of classes, and participation in groups, teams, committees, the Board, etc.
  - Maintain records of member interests and survey results
  - Support Fundraising activities as requested
- **Communications**
  - Assist in creation, production, and distribution of member communications, including weekly announcement emails, website and social media posts, mailings, and phone calls
- **Other**
  - Assist with setup before services on Sunday mornings
  - Maintain and organize Team closets, cabinets, bulletin boards, and other storage
  - Support larger projects such as stewardship, the auction and other projects as needed, which may include working evenings and Saturdays

## **QUALIFICATIONS**

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. First UU is committed to developing a diverse and talented staff team. If you are excited about this role but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

- A friendly ambassador for First UU Church and Unitarian Universalism
- Ability to relate to and serve members and families of diverse backgrounds
- Commitment to maintaining confidentiality when appropriate
- Commitment to working as a team
- Work ethic and values consistent with the principles and mission of First UU Church
- Excellent written and verbal communication skills
- Demonstrated ability to manage time well
- Willingness to learn new skills
- Availability to work various times and days, including evenings and weekends

**Send letter of interest and resume to Becca Morse at [office@firstuucolumbus.org](mailto:office@firstuucolumbus.org)**