



RECRUITMENT BULLETIN

Open : August 26, 2024 **Close :** September 30, 2024
First Cut-Off: September 13, 2024

Position: Administrative Associate **Hours:** Up to 20 hours per week

Salary: Minimum Wage (At least \$15/hour according to
<https://www.labor.maryland.gov/labor/wages/wagehrfacts.shtml>)

Pay Frequency: Bi-Monthly

St. Mary's United Church of Christ is seeking a part-time church Administrative Associate for up to 20 hours per week. The incumbent works under the direct supervision of the Chair, Church and Ministry and provides administrative and clerical support for the Pastor, Ministries, and Congregation of the church. The incumbent performs the necessary clerical, communication, and administrative work of the church office and maintains good interpersonal relationships to support church ministries. The applicant must be a self-starter and able to work independently. Flexibility, good judgment, and the ability to set priorities are critical for the role as duties and responsibilities may change.

Job Skills & Requirements:

- Experience performing assignments requiring the application of fundamental principles, concepts, techniques, and guidelines relative to completion of administrative assignments and functions of an office.
- Strong interpersonal skills-ability to work well with staff, members, volunteers, vendors, the public, and with constituencies of diverse backgrounds.
- Strong computer skills-proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook), email, and calendars.
- Strong organizational skills-able to manage a small office.
- Self-motivated, with good time management.
- Good grammatical and writing skills.
- Demonstrated skills in the areas of problem-solving, creative thinking, and communications.
- Able to maintain confidentiality and to exercise discretion and diplomacy.
- Experience with maintaining databases preferred.
- Experience with current technology and social media accounts such Facebook, web site management, video conferencing (Zoom) (preferred)
- Experience with publishing software such as Microsoft Word or Adobe (creating and publishing newsletters) (preferred)

Education and Experience:

- High school education or General Education Diploma (GED) required.

- Working knowledge of Microsoft Office Suite required.
- 3 – 5 years of previous management, administrative, or office experience required.

How You Will Be Evaluated:

- You will be evaluated for this job based on how well you meet the qualifications, relevant work experience, and requirements above.

Contact Information: Interested applicants may email or mail resumes to stmarysuccchurchandministry@gmail.com or St. Mary's United Church of Christ, Attention: Debbie Hahn, 1441 E. Mayberry Road, Westminster, MD 21158 no later than **September 30, 2024**. First review cut-off **September 13, 2024**. If you have any questions, please contact the Church Office on 410-346-7977 and leave a message for Debbie Hahn.