

Temporary Administrative RE Position - Job Description

Title: Temporary Administrative Assistant
Type: Contract/Temporary, 20 hours per week, paid hourly, no benefits
Approximate Dates: November 2019 – May, 2020

Availability Requirements: Weekdays (Tues-Friday, flexible hours) and Sunday mornings (9am – 12pm)

First Unitarian Universalist Society in Newton (FUUSN) is seeking a thoughtful and detail-oriented person to assist with administrative duties in support of FUUSN's robust religious education programs. This is a temporary (through May, 2020) position with a flexible schedule (20 hours/week). This position is an excellent opportunity for someone looking to use their organizational and administrative skills in a flexible and supportive work environment. This position will work closely with the Director of Lifespan Religious Education at FUUSN to support the engagement of over 100 young people and their families, as well as support our dedicated team of 40+ volunteer teachers. Candidates from a variety of disciplines are welcomed. Duties include:

- Preparation of weekly curriculum summaries and supplies for RE classes
- Maintenance of participation and scheduling records
- Maintenance of weekly volunteer sign up document, and communication to volunteers about any schedule changes and need for additional or substitute teachers
- Utilization of Google Suite applications for record keeping and communication
- Use of MailChimp for weekly newsletters.
- Availability to work during the week (Tuesday – Friday) and some Sunday mornings (9am-12pm)

Required qualifications for this position include strong organizational skills, detail orientation, and comfort utilizing various software programs including Microsoft Office products, Google Suite, and MailChimp. Candidates from a variety of disciplines are welcome; this position would be a great fit for those with prior experiences in or current graduate students in education, non-profit work, public administration, or other human-services oriented work. FUUSN is an intentionally liberal religious community, committed to social justice and inclusivity in religious education teaching and hiring. Applicants from all religious backgrounds and beliefs are encouraged to apply. More information about FUUSN can be found at <http://www.fusn.org>.

Interested Applicants: Send Resume and Cover Letter indicating your interest in this position to Amanda Graff and the Search Committee at adresearch@fusn.org