

Office Administrative / Outreach Coordinator Job description

First Congregational Church of Stamford (United Church of Christ) is an inclusive/progressive Christian community dedicated to following and sharing the teachings of Jesus, encouraging spiritual growth through worship, education, and fellowship. FCC embraces every human being in the beloved community. All people of sexual orientation, gender identity, race, ethnicity, age, language, socio economic status, geographic region, and abilities/disabilities are affirmed, loved, and welcomed just as they are.

An Office Administrative/Outreach Coordinator implies an assortment of duties including general office management, bookkeeping coordination, some facilities management, and assisting with outreach opportunities. An OAOC is part of the staff and is a person who is theologically progressive, and who honor's the congregation's Relational Covenant. FCC looks for a person that demonstrates God's calling in their life leading by example, loving and caring for others, and serving with humility in the beloved community of faith.

Core Competencies

- Independent and proactive
- Have a positive attitude
- Excellent communication, interpersonal and writing skills
- Have the ability to handle complaints and problems with tact, patience and diplomacy
- A person of trust who handles confidential and sensitive information discreetly.
- Excellent team worker
- Time management
- A desire for self-improvement
- Strong writing and editing skills

Job Responsibilities

- Handle all day-to-day operations of a small office
- Assist public and church members via phone and email
- Manages the church's schedule, accounting for all religious holidays, pastor's duties, appointments with the ministry leaders, and events in the church facilities.
- Coordinate administrative activities, retrieving, organizing, and disseminating information to staff, church members, and community partners
- Communicate church policies and practices with staff, community partners, church members, and volunteers
- Maintain an orderly and clean office and filing systems
- Ensure security and confidentiality of data
- Create worship slides and Google docs, and assemble worship bulletins
- Assisting with outreach opportunities, identifying, and planning events supporting the community.
- Maintain contact lists for media, members, community partners and associates
- Assist with fundraising, marketing, and promotional initiatives
- Ensure that various marketing publications are up to date
- Compile annual reports

- Physically able to lift min. 25 pounds

Education and Experience

- High school diploma or GED equivalent required.
- Associate's degree or bachelor's degree preferred
- At least three years clerical or administrative experience

Work Environment

- Time is spent in a church office, divided between clerical duties, and attending to parishioners' needs.
- Must be able to multi-task and meet regular weekly duties.
- Must be able to work 32 hours weekly, including Sundays and attend regular services and some special events occasionally. Usually, that person will work Sunday through Thursday.
- Salary range: 35 - 40k
- Compensation for this position includes holiday leave, paid vacation, and sick leave.

Interested applicants should email a copy of their resume to Nicoline Sawabini, Chair of the Search Team at ncsawabini@gmail.com Candidates will be reviewed on a rolling basis and applications will remain open until the position is filled.

FCC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, abilities/disabilities, language, socio economic status, age, sexual orientation, status as a parent, or any other characteristic protected by law.