

First Unitarian Church of Portland

JOB DESCRIPTION PROGRAM ASSISTANT FOR FAMILY MINISTRIES

Located in downtown Portland, First Unitarian Church (<http://www.firstunitarianportland.org/about-us/>) is a dynamic community of individuals who share a spiritual journey. The mission of First Unitarian Portland is to create a welcoming community of diverse individuals; to promote love, reason and freedom in religion; to foster lifelong spiritual growth; and to act for social justice.

Program Assistant for Family Ministries Responsibilities:

The Program Assistant job is a 40-hour/week position. The Program Assistant will report to the Director of Family Ministries.

Our Family Ministries Program provides liberal religious education to approximately 450 children and youth most Sundays throughout the year. The Program Assistant provides registrar support, communications and administrative assistance, and volunteer coordination support to the Director of Family Ministries and works closely with the Associate Director who coordinates our Youth Program. A key component of this position is welcoming and assisting families and visitors at the Family Ministries welcome desk and working closely with volunteers and childcare staff on Sunday mornings. During the week they track supplies, maintain spreadsheets, and work with volunteers to help prepare lesson plans. They track schedules and coordinate regular communications. The Program Assistant also collaborates with other church departments to communicate setup needs in preparation for Sundays and other special events. Additionally, they coordinate and schedule childcare staff for Sundays and other events. They may infrequently be asked to provide childcare or classroom support when shortages occur.

Specific Skills:

- Communicates clearly and thoughtfully, verbally and in writing
- Possesses good interpersonal skills, exhibits teamwork, collaboration, and resourcefulness, especially if unexpected or sudden changes arise
- Enjoys working with children and youth and their families with an awareness of diversity and inclusion
- Experience working with volunteers highly desired and/or customer service
- Strong organizational and time-management skills
- Knowledge of Outlook, Word, and Excel in a PC format required
- Basic website editing
- Social media, communications design/tools, and Microsoft Publisher experience highly desired
- Managing employee schedules, including scheduling software, a plus
- Experience working directly with children or youth a plus

Job Conditions

The Program Assistant works Sunday through Thursday. Assistant works in a professional office setting Monday through Thursday. Though accessible, the office space includes narrow hallways and doorways. Sundays require moving throughout the campus, interacting with teachers, volunteers, parents, and children. Some lifting required. Using a large handcart required, which is usually not heavy. Occasional work outside of these hours is possible, to be scheduled in advance. Because this position includes work with children and youth, a background check is required.

Compensation and benefits

Starting at \$17.50/hour

Medical insurance plan for individual

Pension plan after one year of service

Paid vacation and sick leave on accrual basis

This is a union position represented by Communication Workers of America (CWA) Local #7901.

How to Apply

Please send a cover letter explaining why you want to apply for this job and your resume to Program-Assistant@firstunitarianportland.org. The posting for the position can be found on our website by clicking here: <http://www.firstunitarianportland.org/job-openings/>.

First Unitarian Church is deeply committed to the principles of equity, diversity, and inclusiveness. We are eager to receive applications from people of color, those who identify as LGBTQ+, and members of other marginalized communities.

May 2019