

Administrative Assistant

Vermont Conference United Church of Christ Randolph, VT, USA

Employment Type

Part-Time (20 hours)

Why Work Here?

“Great colleagues - you will be a cherished part of our small team. Your work will make a difference in people's lives.”

Responsibilities:

- Receptionist for those who come to our office
- Ability to work from home as pandemic necessitates
- Compile and send out weekly E newsletter and occasional e-blasts
- Sort mail and enter checks on sheet for accounts receivable (passed on to treasurer)
- Update and maintain Conference webpage
- Creating online registrations for Conference events
- Set up ZOOM meetings as asked
- Use of Dropbox to generate and maintain Conference files

Qualifications:

- Experience and comfort with Microsoft 365
- Experience and knowledge of Constant Contact
- Experience and knowledge of ZOOM
- Experience with managing and updating websites
- Must be able to maintain confidentiality
- Ability to work alone for part of the time
- Familiarity and experience with Dropbox
- Must be able to work cooperatively
- As time permits, assist the Conference Ministers with administrative tasks as asked

For more information and to apply, please email Vermont Conference Minister Rev. Lynn Bujnak at bujnakl@vtcucc.org.