Countryside Community Church
13130 Faith Plaza
Omaha, Nebraska 68144
402.391.0350
www.countrysideucc.org

Title: **Administrative Assistant**
Reports to: Office Manager
Collaborates with: Countryside staff, Minister, Board and Committees
Employment status: Part-Time, Hourly, 20-25 hours/week

Position Summary

The PT Administrative Assistant is well-organized, capable of managing multiple projects simultaneously and meeting deadlines, a self-starter, strategic thinker, effective communicator with strong listening skills. They are familiar and comfortable with electronic communication platforms, software, databases and social media. They maintain the church facilities reservation and calendar system and help implement the creative and strategic communications plan to tell Countryside Community Church's story. The Administrative Assistant is the first point of contact for members of and visitors to Countryside and displays patient, diplomatic, discretionary and supportive tactics in all situations.

Key Responsibilities

Support Services

- Answer phones, provide information and direct callers to appropriate staff.
- Help maintain security through door access (i.e. FEENIC).
- Update weekly digital signage (i.e. Total Channel).
- Maintain Countryside's calendar platform, room reservations and facility rentals (i.e. eSpace).
- Generate and provide online links to members and visitors for presentations, classes, etc. (i.e. Zoom).
- Help maintain and utilize the church's church management software (ChMS i.e. Touchpoint).
- Provide administrative support for various Countryside ministries through the functions of the front office. These include but are not limited to: provision of all office and ministerial supplies, production of Sunday worship materials, church calendaring, and utilization of office equipment.
- Support Job Share partner as needed.
- Other duties as assigned.

Communications

- Assist production and delivery of monthly newsletter (print and/or electronic), weekly C-10 and other email communications. (i.e. Emma, Canva, TouchPoint).
- Post website content, including blog posts and media (i.e. Canva, WordPress).
- Assist with creation and scheduling of social media (i.e. Meta, Canva).
- Assist with church mailings and emailing (i.e. USPS, Emma, TouchPoint).
- Other duties as assigned.

Competencies

- Interpersonal Skills: displays patience in dealings with members, visitors, vendors, etc.; conflict management/resolution skills; maintains confidentiality; strong listening skills – listens to others without interrupting; keeps emotions under control; receptive to the ideas of others, open to change and new procedures, products, etc.
- Self-Learning: ability to utilize online training for new procedures, skills and other competencies, seeks out training opportunities to enhance existing skills and acquire new ones.
- Oral Communication: speaks clearly, persuasively and diplomatically in both positive and negative situations; listens and gets clarification; responds well to questions.
- Organizational skills: ability to manage multiple projects simultaneously, plan ahead, meet deadlines, solve daily challenges independently, look for new efficiencies and develop new procedures.
- Dependability: following instructions, responding to management direction; taking responsibility for own actions; keeping commitments; completing tasks on time or notifying appropriate person with an alternate plan.
- Teamwork: balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes constructive feedback; contributes to building a positive team spirit; puts success of team above own interests; contributes to building morale and team commitments to goals and objectives; supports everyone's efforts to succeed.

Qualifications

- An associate degree in an administrative or communications related field is a plus.
- Familiarity with office and communications-related platforms, software and equipment (experience is a plus).
- Excellent written and verbal communication skills.
- Proficient in the use of Microsoft Office Suite including 365, Excel, Word, PowerPoint, Publisher and SharePoint strongly considered.
- Familiarity with/knowledge of social media concepts and platforms, with ability to post and edit content (experience a plus).
- Familiarity with/knowledge of marketing/public relations concepts, software and platforms (i.e. Canva) strongly considered.
- Familiarity with church management software (ChMS) is a plus (TouchPoint).
- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit.
- Ability to be respectful of the traditions, values and theologies present in the United Church of Christ and Countryside Community Church.
- Knowledge of church operations a plus.

About Countryside Community Church

Countryside is affiliated with the United Church of Christ. We were established in 1949 as part of the Congregational Church, one of the oldest denominations in America, which still remains strong in the New England states. In 1957, our branch of the Congregational Church joined with the Reformed Church in the United States, independent congregations of the Christian Connection, and the Evangelical Synod of North America to form what is now commonly known as the United Church of Christ, or the UCC.

We are currently located at 13130 Faith Plaza in Omaha, Nebraska. In the spring of 2019, we relocated our congregation to the Tri-Faith Commons at 132nd and Pacific as the Christian partner of the Tri-Faith Initiative.

Our Mission: We are an inclusive, open and affirming family of faith, welcoming all to God's table of love and acceptance. We are diverse, yet united by Christ's example. We care for one another, support one another, and challenge one another to become all that God creates us to be. We work together to nurture our community and to promote peace, equality and justice in our conflicted world.

Equal Employment Opportunity

It is the policy of Countryside Community Church to grant equal employment opportunity to all qualified persons without regard to race, color, creed, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability, or handicap – if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal laws, to assist employees with disabilities in performing the essential job functions.

Countryside Community Church is organized for religious purposes and is substantially supported by a religious body, the United Church of Christ. As a religious organization, Title VII of the Civil Rights Act of 1964 exempts churches from the prohibition on religious discrimination; consequently, our hiring practices may require faith as a job-related, objective job qualification for some specific positions.