

Unitarian Universalist Church of Nashua
Office & Communications Assistant - Job Description

Reports to: Minister

Status: Temporary, Hourly, Non-Exempt

Purpose: To provide office & communications assistance to the congregation and staff during the Church Administrator's parental leave (April-June 2025)

Duties:

- Sort incoming mail and prepare outgoing mail
- Prepare check requests for bookkeeper
- Create the Order of Service for each Sunday Service to be posted to the website and printed
- Create slides for Sunday services
- Collaborate with DFF and Minister to send out weekly E-News using MailChimp
- Create promotional materials for events using Canva
- Data entry
- Update the church website, Facebook page and Instagram
- Edit and upload sermon video and audio
- Collaborate with staff and volunteers on other church communications as needed
- Other office and communications duties as assigned

Qualifications:

- Experience using MailChimp, Canva, Wordpress, YouTube, Social Media and Google Drive (or willingness to learn)
- Self-motivated - able to complete tasks efficiently and independently
- Strong communications skills
- Ability to work collaboratively with other staff and volunteers

Hours & Compensation:

- 8-10 hours per week, \$25/hour
- Two 4-5 hour days per week in the office (Monday-Thursday)
- Attend staff co-working time (currently Thursday 9-10:30am)
- Anticipated start date is around April 1, 2025, with some paid training prior. The position will last 12 weeks from start.

How to apply: Send a resume and cover letter to Rev. Allison Palm at minister@uunashua.org.

Position open until filled.