



Fishers Island Union Chapel

Administrative Assistant

Position Announcement

Summary

Fishers Island Union Chapel is in an exciting time of renewal and growth with a new Designated Term Pastor who is ready to extend the reach of our ministries. The Union Chapel congregation is a friendly, dedicated group that conducts year-round worship and ministries on Fishers Island to nurture the spiritual life of residents and friends. We also provide a gathering place for special activities for the wider community.

The Administrative Assistant at Fishers Island Union Chapel works with the Pastor to manage communication channels like the church website and social media platforms, write copy for newsletters, and fulfill bookkeeper tasks.

Responsibilities and Duties

- Maintain current information about church members and friends for the weekly email and monthly newsletter using a customer relationship management (CRM) tool
- Prepare and copy bulletins for weekly and special worship services
- Post content and manage the church's social media communications, including YouTube, Facebook, Instagram, Medium, and Twitter
- Write, edit, and produce monthly newsletters as a PDF and post to the website and social media
- Process invoices and payments in consultation with the Treasurer and Chair of Trustees
- Assist the Trustees with weekly offerings and summer Thrift Shop proceeds

Qualifications and Skills

- Familiarity with or willingness to learn and implement a CRM
- Experience with QuickBooks or similar software to maintain records of financial transactions
- Good oral and written communication skills
- Excellent attention to detail and problem-solving skills
- Experience with or willingness to learn the Adobe Creative Cloud suite

Salary and Benefits

\$25 per hour for eight to twelve hours per week on a schedule established with the Pastor.

To apply, please email resume and cover letter to rosanna@fiunionchapel.org.