

SECOND CONGREGATIONAL CHURCH OF ATTLEBORO  
JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT  
REVISED 22 SEPTEMBER 2024

The church Administrative Assistant provides office support to the Minister; serves as liaison between the church and the community; fosters communication among church members; assists standing committees; keeps church records; and manages the office according to the fiscal guidelines of the church budget. The Administrative Assistant operates under the day-to-day direction of the Minister and is accountable to both the Minister and the Administration Committee. Office hours are 9:00 am – 1:00 pm Monday through Thursday (16 hours per week). Two (2) weeks of paid vacation are provided, with scheduling subject to the Minister's approval.

**TO APPLY**

Submit cover letter and résumé by email to [office@attleborosecondchurch.org](mailto:office@attleborosecondchurch.org) or by regular mail to Second Congregational Church, 50 Park St., Attleboro, MA 02703.

**RESPONSIBILITIES**

Responsibilities may be changed from time to time by the Minister with concurrence of the Administration Committee and notification of the Administrative Assistant.

- I. Assist Minister in secretarial capacity, including correspondence, filing, answering the telephone, scheduling, running office machines, preparing and posting bulk mailings, etc.
- II. Serve as liaison between church and community
  - A. Provide referral to agencies such as Attleboro Area Interfaith Collaborative to those in need of assistance
  - B. Coordinate between committees for public relations and routine advertising
  - C. Act as primary contact for outside groups utilizing the church property
- III. Provide information to the church community
  - A. Prepare and distribute weekly and special bulletins
  - B. Prepare and distribute monthly newsletter
  - C. Prepare and distribute Annual Corporate and Financial Reports
  - D. Maintain central Church calendar database
  - E. Maintain bulletin boards with flyers, press articles, etc.
  - F. Change the message on the front sign board each Monday
  - G. Publish the Church telephone directory
- IV. Assist standing committees
  - A. Prepare, copy, and distribute committee agendas, minutes, and other documents as requested
  - B. Compile and distribute Church Council materials, primarily via email
  - C. Distribute church keys as directed by the Facilities Committee
  - D. Act as Facilities Committee liaison for building use and maintenance tasks
- V. Maintain church records
  - A. Maintain membership database and related correspondence
  - B. Prepare certificates for baptisms, confirmation, weddings, and funerals
  - C. Record and acknowledge memorial donations and other contributions
  - D. Complete and submit annual reports for Southern New England Conference, UCC