

Casas Adobes Congregational Church is a vibrant community of faith affiliated with the United Church of Christ (UCC) and is located in the Casas Adobes area on the northwest side of Tucson, Arizona. As an intentionally Open and Affirming congregation, our doors are open to you no matter your age, educational or economic background, physical or mental ability, gender identity or sexual orientation, political affiliation, ethnicity or race. No matter who you are or where you are on life's journey, you are welcome here!

We are seeking to fill an opening in our lively church office, specifically an Assistant Administrator and Digital Content Manager. This position is part-time: Monday-Thursdays, typically 9:00-12:00 onsite (and consideration for remote work). Hours worked range from 28-30 hours/week. Benefits include 7 paid holidays, vacation and sick time after 90 days, with medical health insurance provided and funded at 50% by CAUCC. Salary range starts at \$17/hour with higher salary a consideration, commensurate with experience.

For immediate consideration, please submit resumes to: office@caucc.org and indicate "Assistant Administrator" in the heading.

Assistant Administrator and Digital Content Manager (AADCM)

The Assistant Administrator and Digital Content Manager helps represent the ministry and mission of CAUCC through managing website, social media, and streaming platforms as well as addressing various forms of communication to the church (email, in-person, phone calls, etc.), route them to the appropriate contacts within the church and take messages when the contact is not available. The AADCM functions and performs the duties of the Church Administrator in the Church Administrator's absence. This may include supervision of the custodial staff, providing information for clergy, staff, treasurer, church members, vendors, and the public in accordance with the Mission, Bylaws, and Policies and Procedures of CAUCC. This position provides staff support with direction from the Church Administrator, Senior Minister, Family and Education Minister/Coordinator, Church Officers, and the Ministry chairs. The AADCM is rated and evaluated by the Church Administrator with the Senior Minister as the reviewer.

Assistant Administrator and Digital Content Manager Duties:

- Support and assist volunteers and staff who are responsible for or prepare content for our digital ministries by maintaining and updating our social media platforms, organizing our online services, and providing graphics for social media platforms and live streaming video
- Communicate: politely, clearly, and directly via phone or in writing when working with visitors, volunteers, vendors, church members and staff
- Support, work with and maintain a professional relationship with staff, volunteers, churchmembers, vendors, and the public
- Ability to follow instructions, multi-task, manage time, and prioritize tasks
- Follow the Office Procedures and Matrix
- Assist in maintenance of all Office Procedures, records, reports, and campus security
- Able to maintain confidentiality when dealing with all church and staff issues
- Able to perform Church Administrator duties, when needed, as to maintaining the office operations and supervising custodial staff

Assistant Administrator and Digital Content Manager Skills and Qualifications:

- Demonstrable ability in Social Media, Website platforms
- Required experience w/Microsoft Office products including Word, Excel, PowerPoint and Outlook
- Prefer experience w/Publisher, QuickBooks, and with copiers

- Office management or assistant experience
- Available, with notice, to adjust work hours to meet demands

Desired Experience or Skills:

- Work experience in a church or a non-profit organization
- Prefer experience with Servant Keeper or similar donor management software

Additional information:

Upon hire, the individual will be subject to a three-month probationary period with an evaluation completed at the end of 90 days in accordance with the CAUCC Policy and Procedures Manual. The initial and all subsequent evaluations of the Assistant Administrator Manager will be done by the Church Administrator and reviewed by the Senior Minister.