

Assistant to the Ministers/Caring Assistant

The Organization

Come be a part of the rich history that we enjoy at UUCSR! Not only will you work in a beautiful environment surrounded by 100 picturesque acres on the North Shore of Long Island but you will help support a Congregation, established in 1941, with a mission of strong principles and purpose. We are committed to “Human. Kind.”

We encourage you to join our team of creative, collaborative and diligent employees and help UUCSR continue to achieve our strong commitment to excellence.

The Position:

We have an immediate opening for an Assistant to the Ministers/Caring Assistant. This position provides administrative support to the Ministers such as event planning, communications to congregants and governance support. Manage the pastoral care needs of the membership by coordinating care with the ministerial team, lay leadership and Caring Committee to strengthen the congregation’s commitment to building a loving religious community.

- Administration: Correspondence, phone calls (interfaces with on call service), calendar, appointments, messages, typing, scheduling.
- Event Planning: Meeting and conference preparation, coordination and schedule of guest speakers, invoice, prepare work orders, organize receptions and interface with caterers.
- Communications: Quest and caring announcements.
- Governance Support: Manage, track and update pastoral care needs, liaison for select committees with which the ministers work , Remembrance Garden brick orders.
- Committee Support: Committees: Caring Committee, Small Group Ministry, Pastoral Care Associates. Assist the Caring Committee in carrying out its charge including programming, review monthly budget reports.
- Member Engagement: Effectively promote caring initiatives, coordinate rites of passage events for members and non-members, help connect members to each other in order to promote fellowship and member-to-member ministry.

Requirements:

- 3+ years’ experience in a senior level administrative role within a church, synagogue, community center or non profit. Bachelor’s Degree Preferred. College degree **OR** BA desired but not required.
- Work experience in a congregation is helpful, and/or a similar work experience in care coordination or social work. Able to plan and coordinate events.
- Ability to work independently with discretion and confidentiality. Able to keep personal information about members confidential.
- Personable and compassionate. Good interpersonal skills.
- Extremely well organized with high attention to detail in composing, typing and proofing materials. Ability to plan ahead and work within deadlines.
- Ability to multi-task, prioritize and follow-through to effectively manage work flow.
- Ability to execute assignments with minimum of supervision.
- Excellent oral and writing skills. Excellent Communication Skills.
- Superior computer skills utilizing full Microsoft Office Suite.
- Ability to work a flexible schedule to include both days, nights, and some weekends as needed to support Rites of Passage services, committee meetings and membership engagement. May be required to work overtime as needed.
- Commitment to UU Purposes and Principles.

Why you should apply:

- Competitive salary
- Outstanding health benefits (medical and dental) with a generous employer premium contribution
- Generous time off policies
- Excellent employer contributed retirement plan
- Work for an organization that supports causes such as; women's rights, social justice and the rights of the under-served population
- Office location in Manhasset, NY is close to trains and highways

How do you apply: Send resumes and salary requirements to: HR@uucsr.org

Equal Employment Opportunity