

## **United Church of Moscow**

### **Program Assistant Announcement and Role Description**

#### **Overview**

The United Church of Moscow is seeking a Program Assistant for 15-20 hours per week. The hourly rate will be \$16 to \$20 per hour depending on experience and qualifications. The Program Assistant will help with all aspects of church programming, to include seeking special speakers, planning event formats, producing publicity content, using media and social media to advertise church events, etc. We anticipate this person will serve through at least May of 2023.

#### **Program Assistant**

Overview of position: The Program Assistant will assist church leaders in planning and managing church and outreach events, including Sunday worship (once per month, approximately), Sunday educational and outreach programs, and other monthly and weekly activities. The individual will help organize events, contact possible speakers and other contributors, and help with community outreach using both traditional and digital communications.

#### **Responsibilities/Duties**

- Assist in planning Sunday service and other Sunday events, including locating speakers/presenters
- Contact suggested speakers and presenters to arrange specifics
- Assist in planning other monthly social events
- Assist with setting up events, including managing media equipment
- Help decide appealing formats for events.
- Communicate with key church members about plans for Sunday and other events.
- Produce content for newspapers, radio, and bulletin boards
- Produce content for digital and social media
- Help put information on social media (this might mean providing instruction for church members).
- Help put information on the church website
- Disseminate information to church members
- Help develop creative ideas for events and communications

#### **Qualifications**

The person needs to be able to work independently when given direction, communicate and work well with other people, have good organizational skills, have knowledge of

digital communications and social media, be able to organize for a variety of events, and have flexible hours. Specific Requirements are:

1. Demonstrated ability to work well with other people
2. Excellent verbal and written communication skills
3. Excellent interaction and human communication skills
4. Excellent time management skills
5. Good knowledge of technology and digital media, and ability to format information in appealing ways
6. Good knowledge of audio and computer equipment
7. Preferred: high school graduate, some college, or college graduate
8. Mature decision making
9. Demonstrated ability to take initiative
10. Demonstrated ability to meet deadlines.

### **Other Characteristics**

- Knowledge of productivity software
- Knowledge of communications tools (websites, social media, digital calendars, online meetings, etc.)
- Excellent to outstanding people skills
- Demonstrated interest in making the world a better place
- Ability to simultaneously take direction and work independently

### **How to apply**

Send the following to [meredythgoodwin@gmail.com](mailto:meredythgoodwin@gmail.com):

- Letter of application addressing Qualifications and Other Characteristics.
- Names of three people who can serve as references that we may contact. Please indicate how you know them; one should be a previous employer or supervisor.
- Brief resume of relevant work experience.

Position open until filled. A review of applicants will begin on November 27, 2023.