ALBANY UNITARIAN UNIVERSALIST

405 Washington Ave., Albany, NY 12206

We welcome everyone. Our Unitarian Universalist community seeks truth and deeper meaning, pursues justice through inspired action, and cultivates compassion and love for all connected by the web of life.

--*Albany UU mission statement, adopted May 18, 2014*

JOB TITLE

Religious Education Program Assistant

PROGRAM DESCRIPTION

The Albany UU Religious Education (RE) Program has two components. The bulk of the program is Sunday School, staffed by volunteers. In addition, the Director of Religious Education (DRE) provides faith development support to families.

ACCOUNTABILITY AND OVERSIGHT

Reports to Director of Religious Education (DRE)

POSITION STATUS

0.25 FTE: 10 hours/week, August to May, including some Sundays. Wage: $15.00 per hour.

POSITION SUMMARY

The Religious Education Program Assistant works with the DRE on administrative tasks to support the Sunday morning Religious Education program (Sunday School) and with resources for families.

JOB DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

ADMINISTRATIVE/CLERICAL:

- Provide administrative support to Director of RE, RE working groups, teachers and other RE volunteers
- Maintain RE record keeping
- Purchase curricula and supplies
- Maintain and organize RE resources and inventories
- Ensure space availability and readiness for RE-related events
- Arrange for childcare or child programming for RE events
- Maintain bulletin boards and internal displays
- Other duties as assigned

SUPPORT FOR DIRECTOR OF RELIGIOUS EDUCATION AND RE PROGRAM:

- Provide administrative support for teacher meetings and workshops
- Provide administrative support in implementing RE-related special events
- Help circulate internal and external RE-related publicity
- Coordinate arrangements for substitute teachers for RE classes and events
- Support and/or supervise Sunday School some Sundays
- Other duties as assigned

SKILLS, ATTRIBUTES AND EXPERIENCE REQUIREMENTS

- Self-motivation, creativity, and flexibility

- Strong interpersonal and communication skills
- Strong organizational skills
- Proficiency with MS Office Suite

PREFERENCES

- Experience in coordinating and supporting volunteers
- Familiarity with Unitarian Universalist Principles, values, and congregational life
- Experience working in a congregational or non-profit setting extremely helpful
- Comfortable with social media, including Facebook, Instagram and Twitter

SEND RESUME TO
Elizabeth Baldes, Acting Director of Religious Education
Albany Unitarian Universalist

by email (preferred):
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7/2021