PART-TIME ADMINISTRATIVE ASSISTANT

United Church of Christ Parker Hilltop is looking for a part-time staff person (who is not a UCCPH congregant), to perform administrative duties with a dynamic interim pastor.

Administrative duties include, but are not limited to the following:

* Maintaining the Zoom church meeting calendar and manage the links, including regular notifications to the congregation.
* Prepare and transmit outgoing all-church emails.
* Read and respond to incoming emails.
* Prepare, transmit, and respond to all-church texts as needed.
* Co-author “Our PHC” newsletter weekly.

The hourly rate for the position is $16.50 for up to 10 hours a week. No benefits are included for this position. The work can at this time all be done from home if the applicant has a computer with a camera and is proficient on it with a reliable internet connection. Once the church building re-opens, it will be necessary for the administrative assistant to work at the church part of the time.

Inquiries may be sent to jobs@uccparkerhilltop.org  Our church story and location can be found at [www.uccparkerhilltop.org](http://www.uccparkerhilltop.org/).