

Unitarian Universalist Church of Arlington, Virginia
JOB DESCRIPTION

TITLE: Religious Education (RE) Program Assistant
REPORTS TO: Director Lifespan Religious Education
DIRECTLY SUPERVISES: no direct reports
FLSA Status – Non-exempt, Overtime eligible

JOB SUMMARY: The RE Program Assistant will support a program of ministry for UUCA Religious Education with a special focus on youth ages 3-18 and general administrative functions. **10 hours per week with the majority of this time occurring on Sunday.**

ESSENTIAL FUNCTIONS

- Provide support and leadership in planning events and activities for the RE program
- Provide administrative support for RE programs for ages 3-18
- Attend weekly planning meetings
- Assist with planning and executing youth fundraising activities
- Maintain effective and regular communication with participants, parents, advisors, and volunteers

MINIMUM QUALIFICATIONS:

- An adult who is at least 25 years old
- High School Diploma with Bachelor's degree or equivalent recommended but not required
- Strong administrative and organizational skills
- Must uphold the principals, standards, and values of the Unitarian Universalist faith
- Skilled in working with volunteers and families
- Must sign and uphold the Religious Education Code of Ethics provided by the Unitarian Universalist Association and the UUCA Abuse Prevention policy
- Satisfactorily complete a background check
- Demonstrated skill with office software, data management, social media, Google Suite
- Valid Driver's license
- Must be authorized to work in the United States

PHYSICAL REQUIREMENTS: Standing, sitting, bending, stooping and lifting up to 25 pounds required. Able to move freely in and out of different church, business and home settings.

CORE COMPETENCIES:

Delegation: Effectively delegates routine and special tasks and decisions to volunteers; shares both responsibility and accountability broadly; trusts people to perform.

Motivates Others: Creates a climate in which youth want to do their best; empowers youth; shares ownership and visibility; makes each participant feel valued.

Organizational Skills: Able to gather and organize resources (people, material, support) to get things done; able to orchestrate multiple activities at once; able to use resources effectively and efficiently.

Planning: Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

Commitment: Is committed to the mission, goals and objectives of UUCA; can produce measurable results, and exemplifies deep dedication to the mission of the organization.

Maturity: reads situations quickly, steps up to conflicts, seeing them as opportunities; good at focused listening; can settle disputes equitably; establishes and consistently holds to ground rules and behavioral expectations; holds appropriate boundaries. Able to maintain perspective and exhibits flexibility.

TO APPLY: Email a cover letter expressing your interest for the position along with your resume and the names and contact information of three relevant work-related references to LeeAnn Williams at LWilliams@uucava.org. No letters, phone calls, or drop ins. Open until filled.