Unitarian Universalist Church of Arlington, VA

Religious Education Assistant

**Reports to:** Director of Lifespan Faith Development

**Effective:** August 2023

**Directly Supervises:** None

**Status:** Part-time, 20 hours per week. Includes working Sundays, generally 8:30 AM to 1:30 PM.

**Compensation:** $22-$25 per hour

**Benefits:** Medical, Life, 3 weeks vacation accrued in first year, flexibility with scheduling other than Sunday morning which is required, and generous 403b contributions after 1 year

**Job Summary:** This position assists the Director of Lifespan Faith Development in supporting all levels of Religious Education classes, trainings, events, and programs. This includes supporting volunteers and families. Other duties as assigned.

**Essential Functions:**

- Supports Religious Education teachers and volunteers through various administrative tasks, these include scheduling/confirming volunteers; providing activity preparation.
- Maintains database records, including class rosters, email lists, attendance records, and other relevant data.
- Assists with childcare coordination, scheduling childcare providers for Sundays and other events. Also prepares materials and supplies for the providers: rosters, safety items, toys, etc.
- Coordinates and attends Religious Education special events such as potlucks, social justice projects, teacher trainings, parent meetings, and other activities.
- Maintains Religious Education classrooms, storage spaces, kitchenette, and supplies, keeping these areas well-stocked and tidy.
- On Sunday mornings, assists with all aspects of the Religious Education program.
- Maintains communication with families and the UUCA community.

**Minimum Qualifications:**

- Experience in office procedures, operating a computer, and filing.
- At least 3 years experience working with children, youth, and volunteers.
- Familiar with computer Programs: Windows, MS Office, Network user, and internet user connections. Database experience is highly desired.
- Ability to understand and carry out verbal and written instructions.
- Ability to formulate clear written communications.
- Ability to organize and maintain information and materials.

**Core Competencies:**
• Attention to Detail
• Integrity and Trust
• Mission Ownership
• Time Management
• Interpersonal Skills

Physical Requirements:

• Moderate to heavy physical activity, particularly on Sundays and during fundraisers and special events.
• Ability to set up audio-visual and other equipment.
• Ability to communicate using multiple platforms: text, email, phone, etc.
• Ability to participate in an annual service trip, which requires light physical labor.

About the Unitarian Universalist Church of Arlington, VA
UUCA (www.uucava.org) is a 750-member congregation in the Virginia suburbs of Washington, DC. Our mission is to create a space where one can “come for community, find inspiration, and live with purpose.” We are part of the Unitarian Universalist Association (www.uua.org), a progressive religious tradition that affirms the worth and dignity of every person, and welcomes people of many beliefs to create community together.

Diversity Statement:
UUCA is an Equal Opportunity Employer. As we seek to create a staff team reflective of the significant diversity in the Arlington community, those from a diverse faith heritage, people with disabilities, BIPOC candidates, Hispanic/Latino/a/x candidates, and LGBTQIA candidates are strongly encouraged to apply.

Background Check:
The applicant must be eligible to work in the United States and will be subject to a background check and sex offender check.

Please submit a resume, cover letter, and professional references. Send application materials by e-mail to lwilliams@uucava.org or mail to UUCAVA, Attn: Lee Ann Williams, Director of Lifespan Religious Education, 4444 Arlington Boulevard, Arlington, VA 22204.