

Job Opening: Administrative Assistant

OVERVIEW: The Administrative Assistant at University Christian Church will ensure that the church office and communications flow smoothly. We are a growing, friendly church with a strong emphasis on justice and inclusivity. The Administrative Assistant must be able to work independently, and interact well with a diversity of church and community members.

JOB SKILLS: Complete work accurately and on time with an attention to detail; work independently and initiate/prioritize routine work assignments as needed; effectively communicate with Senior Minister at all times; demonstrate a high positive degree of customer service and teamwork; and strictly adhere to confidentiality and drug, alcohol, and tobacco agreements. Familiarity with computers and the willingness/ ability to learn new computer programs is required; previous experience with using Google Drive is preferred. High School diploma or equivalent is preferred.

WORK SCHEDULE: 15 hours/week, during regular business hours, schedule to be negotiated between supervisor and employee. This is not a remote position; all hours are in-office.

COMPENSATION: \$17.50/hour

TO APPLY: Please send a Letter of Interest, Resume, and two references to sara@uccmd.org by Friday, August 29, 2025. A background check (provided by the church) is required.

University Christian Church is a part of the Christian Church (Disciples of Christ). No religious training or affiliation is required for this position. UCC is an LGBTQIA+-affirming congregation.

University Christian Church / 6800 Adelphi Rd / Hyattsville, MD / uccmd.org

