

## **OFFICE AND OPERATIONS MANAGER**

First Congregational Church of Darien

[www.uccdarien.org](http://www.uccdarien.org)

### **ABOUT THE ROLE**

The Office and Operations Manager serves as the “face” of the church for vendors, visitors, renters, prospective renters, community members, and congregants. As such, this person will exemplify the warm and welcoming spirit of our congregation. Through the management of the church’s administrative needs and oversight of its facilities and campus, the Office and Operations Manager supports the clergy, staff, and congregation in their ministries of service.

This is a part-time, in-person position requiring approximately 30 hours per week.

### **ABOUT YOU**

You are someone who can help us stay organized as we work to make a difference in the world — and enjoy the work along the way. You are mission-driven, detail-oriented, process-minded, and collaborative. You take your work seriously, but not yourself too seriously.

### **ABOUT US**

We are a congregation of the United Church of Christ, a mainline Protestant denomination located in Darien, Connecticut. Our practice of faith is open, inclusive, and non-dogmatic. Community, curiosity, volunteerism, inclusivity, and service to others are among our guiding values.

Please visit [uccdarien.org](http://uccdarien.org) to learn more about us.

### **YOUR RESPONSIBILITIES**

- Provide administrative support to the Senior Minister
- Manage the church office, including ordering supplies, receiving mail, answering phones, and relaying messages
- Coordinate the use of church facilities and maintain the church’s master calendar
- Steward relationships with current and prospective renters of church space
- Maintain the church database and electronic records, including member contact information and attendance tracking

- Ensure that church property is secure, attractive, and well maintained by supervising facilities staff and coordinating with contractors and vendors as needed (plumber, printer, alarm service, lawn care provider, etc.)
- Build rapport with congregants and recruit volunteers for special projects and events
- Collaborate with staff across departments on shared operational needs, including printing, budgeting, and event coordination
- Embody a spirit of welcome, hospitality, and care

### **PREFERRED SKILLS AND EXPERIENCE**

- Bachelor's degree preferred, or equivalent relevant experience
- Excellent organizational and project management skills with strong attention to detail
- Strong proficiency in Microsoft Office programs (Word, Excel, Publisher, etc.) and Google Workspace applications (Docs, Sheets, Calendar, etc.)
- Experience with Canva, Mailchimp, and social media platforms is a plus and will support collaboration with communications staff
- Exceptional interpersonal skills, including sensitivity when supporting visitors in distress and discretion in maintaining confidentiality
- Ability to work both independently and collaboratively in an environment with frequent interruptions
- Personal religious affiliation is not required; however, curiosity, openness, and a commitment to our values of community, inclusion, and service are essential

### **EQUAL OPPORTUNITY EMPLOYER**

As an expression of our commitment to genuine Christian inclusivity, we welcome candidates of all races, ethnicities, genders, ages, religions, sexual orientations, gender identities and expressions, and abilities to apply.

### **COMPENSATION & PAID TIME OFF**

Compensation for this position is \$30 per hour for approximately 20–24 hours per week, with some seasonal variation in scheduling. Regular workdays are expected; however, some weeks may require additional hours during busy periods such as holidays, while summer weeks may require fewer hours. The final schedule will be established in collaboration with the Senior Minister.

The Office and Operations Manager is eligible for paid time off for vacation, illness, and medical appointments, as well as paid holidays.

**TO APPLY**

We are only considering application materials submitted by email. Please send a thoughtful cover letter introducing yourself, along with your resume, to [jobsearch@uccdarien.org](mailto:jobsearch@uccdarien.org).

Application materials should be submitted in PDF format, preferably combined into a single document and named using the following format: LASTNAME.PDF.

Applications will be accepted until the position is filled.