

## Position Description

**Date:** Mar. 4, 2024

**Job Title:** Communications Assistant

**Position Reports To:** Director of Communications

**Positions Reporting To This Job:** 0

**Incumbent(s):** N/A

**Status:** Part-time – 5 hours per week

## Position Summary:

The Communications Assistant maintains events and posts on the UUCF website and writes, edits, compiles and produces the weekly Thursday email to congregants.

## Essential Duties and Responsibilities:

1. Receive, write and edit announcements for the website and weekly email. Coordinate closely with other staff to ensure appropriate announcements are included. Secure appropriate events graphics for weekly email and uucf.org homepage.
2. Work with Director of Communications to manage events and announcement posts on the website.
3. Coordinate regularly with Administrative Coordinator about calendaring and event-related details to ensure consistency between the calendar and website..
4. Ensure all messaging is consistent with UUCF's mission and editorial standards.
5. As time permits, provide additional support to communications projects as needed.

## Knowledge, Skills and Abilities Required:

- Bachelor's degree in a related field.
- At least 2 years of demonstrated strong writing, editing, proofreading and electronic media experience.
- Ability to work under deadline pressure and extra hours on assignments, if needed.
- Strong interpersonal and verbal communications skills.
- Strong computer skills, including advanced knowledge of Google Workspace (formerly G Suite), Canva, WordPress, Constant Contact or other email marketing software and website content management software.
- Strong organizational skills, including the ability to organize and keep track of details, documents and resources.
- Efficiency/strong time-management skills.
- Ability to manage email communications, respond promptly and organize information so it can be used effectively.

## Critical Competencies Required to Succeed in this Role:

- Respect for UUA principles, support of the UUCF mission and willingness to enter into a covenantal relationship with other staff members.
- Understanding of and attention to promoting the values of diversity, equity and inclusion.
- Trustworthiness
- Honesty
- Maintains confidences
- Positive attitude
- Proactivity
- Problem-solving ability
- Professional approach to work and relationships
- Resourcefulness
- Strong organizational abilities
- Team orientation