

Saltwater Unitarian Universalist Church
Part-Time Administrative Assistant Job Description April 2026

Title: Administrative Assistant

Rate of pay: \$22/hr

Weekly hours: 5 hrs

Reports to: Administrator

FLSA Status: Non-exempt

Start date: July 1, 2026

Work Location: Negotiable, in Des Moines, WA and/or remote

Purpose:

Saltwater Unitarian Universalist Church is seeking a very part-time staff-member to assist with event scheduling and communications for the congregation.

Job tasks:

- Receive and review “Calendar & Publicity Request” Jetpack form responses submitted through Wordpress website and emails with additional newsletter/calendar info. (~1 hr)
- Transfer data from form responses and emails into Google Calendar & website pages for Act for Justice and Foster Connection events, activities, and meetings. (~1 hr)
- Prepare and send weekly email newsletter with Constant Contact email software, including posting newsletter link to website. (3 hrs)

Job requirements:

- Detail-oriented, particularly with respect to scheduling
- Self-motivated with excellent follow-through
- Team player who can work collaboratively with a diverse group of staff, volunteers, and community members
- Excellent telephone, text, in-person, video conference, and email English language communication skills. Comfortable and experienced with all listed communication methods.
- Able to meet remotely via Zoom.
- Respectful of Unitarian Universalist values and practices (learn more here:<https://www.uua.org/beliefs/shared-values>)
- Commitment to diversity, equity and inclusion

Helpful skills:

- Experience creating email newsletters, especially using Constant Contact
- Knowledge and experience with editing Wordpress website, especially with Jetpack add-on
- Experience with Google suite
- Experience working with a Unitarian Universalist congregation
- French and/or Haitian Creole language proficiency

To Apply:

Email a resume, cover letter, and three references to minister.swuuc@gmail.com
Inquiries submitted without a cover letter and resume will not be considered.

Studies have shown that women and people of color are less likely than white men to apply to jobs for which they do not meet every single qualification. We encourage those with marginalized identities to apply if they have some of the qualifications listed and the willingness to learn and grow with the position.