



181 Dixwell Avenue • New Haven, CT 06511 • [info@dixwellucc.org](mailto:info@dixwellucc.org)

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# CHURCH ADMINISTRATOR

*Dixwell Avenue Congregational Church, UCC*

**Part-Time — 10 Hours per Week**

## ABOUT US

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Founded in 1820, Dixwell Avenue Congregational Church UCC is the oldest Black Congregational Church in the world. For 206 years, our congregation has sought to be the hands and feet of Jesus Christ, carrying a rich history of social justice and a deep commitment to living out the gospel in word and deed. Rooted in this legacy of faith and justice, we are seeking a warm, organized, and detail-oriented Church Administrator to support the day-to-day operations of our congregation and help us stay connected to our members and our community.

## POSITION SUMMARY

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The Church Administrator provides essential administrative support to the pastor, church leadership, and congregation. This is a flexible, part-time role (approximately 10 hours per week) ideal for someone who is tech-savvy, highly organized, and genuinely enjoys being the welcoming first point of contact for a church community.

## KEY RESPONSIBILITIES

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- Serve as the primary point of contact for church members, visitors, and outside inquiries (phone, email, and in person)
- Maintain church records, membership lists, and files with accuracy and confidentiality
- Draft, format, and send communications, including weekly bulletins, newsletters, and announcements
- Manage and grow congregational communications through MailChimp (email campaigns, list management)
- Support scheduling and coordination of worship services, meetings, and church events
- Assist with correspondence, letters, and general office writing on behalf of the pastor and church leadership
- Maintain and organize digital and physical filing systems (Google Suite and Microsoft Suite)
- Support the pastor and lay leadership with light bookkeeping, ordering supplies, and vendor coordination as needed
- Help maintain the church's welcoming and hospitable presence for members and visitors alike

## QUALIFICATIONS — REQUIRED

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- Some college coursework/credits
- Strong written communication skills

- Proficiency with Google Suite (Docs, Sheets, Drive, Calendar) and Microsoft Suite (Word, Excel, Outlook)
- Familiarity with MailChimp or similar email communication platforms
- Excellent attention to detail and follow-through
- A warm, hospitable, and welcoming demeanor
- Ability to work independently and manage time well in a part-time, flexible schedule
- Alignment with the values and mission of Dixwell Avenue Congregational Church UCC

## QUALIFICATIONS — PREFERRED

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- Prior experience in a church, nonprofit, or administrative office setting
- Comfort learning new software and systems quickly

## SCHEDULE & COMPENSATION

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This is a part-time position of approximately 10 hours per week, with a flexible schedule to be coordinated with the pastor. Some availability during regular business hours is preferred to support communication needs. Compensation is commensurate with experience.

## TO APPLY

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Please send a resume and brief cover letter describing your interest and relevant experience to [info@dixwellucc.org](mailto:info@dixwellucc.org).

**Application Deadline:** September 20, 2026

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*Dixwell Avenue Congregational Church UCC is an equal opportunity employer and welcomes applicants of all backgrounds.*