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**2737 Pacific Avenue**

**Stockton, CA 95204**

**Job Opening**

**Title:** Office Administrator

**Hours**: 20-25 hours per week

**Salary:** $17 - $20/hour depending on qualifications

The First Unitarian Universalist Church of Stockton, a progressive faith-based organization, is seeking a dynamic and creative individual to serve as the Office Administrator. This position supports the administrative functioning of the church, including communication, fiscal management, membership support and facility management in collaboration with other staff members and the congregation.

**Preferred Qualifications:**

* A minimum of 1 year of administrative experience, preferably with a faith-based or non-profit organization
* Well developed computer skills including word processing, data spreadsheets, website management and newsletter publishing. Experience with church management software programs is desirable.
* Strong written and verbal communication skills
* Demonstrated teamwork skills

**How to Apply**: Submit a cover letter and resume to [stocktonuusearch@gmail.com](mailto:stocktonuusearch@gmail.com).

**Open until filled.**

For more information, visit our website at <https://stocktonuu.org/>.