

## **South Bay Ministry Assistant**

First Unitarian Universalist Church of San Diego

8 hours per week, \$20-22 per hour

Sundays required in-person from 9 am-1 pm, schedule negotiable for other hours

South Bay Campus, 970 Broadway, Chula Vista CA 91911

Part-time, non-exempt

Reports to: Assistant Minister, Rev. Kristen Kuriga

### *Position Purpose*

Collaborates with Ministers and lay leaders to support bilingual Unitarian Universalist community with administrative support, volunteer coordination, communications, and logistics.

### *Main Duties*

- Supports Sunday morning worship services through administrative support, including picking up materials from the Hillcrest Campus to be brought down to the South Bay Campus, opening the church, turning on equipment, and ensuring the space is welcoming.
- Collaborates with staff and lay leaders to recruit, train, and support volunteers (ex. greeters, usher, AV volunteers, and social hour)
- Manages the weekly and monthly calendar of volunteers.
- Lock up the spaces at the end of Sunday morning programming.
- Organize the physical space, inventory needed supplies, and put in supply orders with Administrative Assistant when needed.
- Create and send out weekly South Bay community email
- Support outreach and community activities, for example: South Bay Pride, Day of the Child, and Chula Vista Arts Festival through gathering outreach materials and scheduling volunteers to participate in booths (occasional).
- Regular check-in and coordination with the Assistant Minister.
- Other duties as needed or assigned.

### *Skills Needed*

- Excellent written and verbal communication skills.
- Organized, responsible, and punctual
- Welcoming to people of all backgrounds.
- Commitment to support diversity, equity, and inclusion.

- Bilingual Spanish and English preferred.
- Computer Skills: ie, Google docs maintenance and creation (documents, spreadsheets, etc.), e-mail (Outlook), zoom, and social media
- Have access to reliable transportation

*How to Apply:* Send cover letter, resume, and three professional references to [careersfirstuusd@gmail.com](mailto:careersfirstuusd@gmail.com) with “South Bay Ministry Assistant” in the memo line.

People with disabilities, People of Color, Hispanic/Latinx and LGBTQ+ candidates are encouraged to apply. Equal Opportunity At Will Employer.

Our church is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: race, color, religion, genetic information, national origin, sex, gender identity, pregnancy, childbirth, or related medical conditions; age, disability, citizenship status, uniform service member status, or any other protected class under federal, state, or local law. A more complete listing of protected class status can be found in our Employment handbook. This position will not be filled without a diverse applicant pool.