

First Unitarian Church of Providence
Religious Education Program Assistant
Job Description

This part-time position supports the Spiritual Pathways program and the Director of Religious Education.

We seek a responsible and caring program assistant to support education programs of the church. Candidates must be comfortable in a progressive, justice-seeking faith setting that offers comprehensive sexuality education programs.

This position reports to the Director of Religious Education.

RESPONSIBILITIES:

- Coordinate with volunteer teachers and Director of Religious Education weekly to assist with Sunday programs
- Ensure appropriate supplies are available
- Track registrations and attendance
- Create publicity and other program support materials
- Support Chapel worship, justice and service opportunities, and other special programs

HOURS:

10 hours a week at \$18/hr.

Sundays 9:30-12:30, September-June.

Tuesday OR Wednesday afternoon for administration and planning.

REQUIREMENTS:

Must pass a national background check.

Microsoft Office suite proficiency.

Experience with children and/or in faith settings a plus.

Spanish fluency a plus.

TO APPLY:

Email cover letter and resume to:

admin@firstunitarianprov.org

First Unitarian Church of Providence is committed to diversity and inclusion in the workplace. We encourage people from marginalized communities to apply.