

### **Part-Time Job Opportunity – Administrative Assistant**

Unitarian Universalist Society East is seeking an Administrative Assistant to the Director of Children and Youth Ministry. This position provides administrative support to the Director of CYM, the Children and Youth Ministry Team and UUSE families, children, and youth participating in our Children and Youth Ministry programs. Applicants should have strong computer skills, enjoy working with children and adults, and be able to work independently and reliably.

This is a paid position (\$15.06/hr) and requires approximately 10-12 hours per week year-round, with some flexibility in scheduling, particularly in the summer. This position requires working Sunday between 8:30 a.m. to 1:00 p.m., with additional hours during the week to be agreed upon.

Interested candidates should submit a resume by October 20th to Annie Gentile at Unitarian Universalist Society East, 153 West Vernon Street, Manchester, CT 06042. The full position description is posted on the UUSE website. Questions about this position may be directed to Emmy Galbraith at [dcym@uuse.org](mailto:dcym@uuse.org). The anticipated start date for this position is November 1st.

The position will be contingent upon the completion of a successful background check.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.