

BCUCC is looking for a new office administrator who will work with us to raise our social media profile and grow our small community. Thank you so much for your help in circulating this announcement!

BCUCC Position Announcement

Broadview Community United Church of Christ, [325 N. 125th Street](#), Seattle, WA 98133 invites applications for the position of Office Administrator. This is a permanent, part-time position (12 hours per week, Tuesday – Friday, 9:00 am to noon) that works closely with the pastor to support congregational worship and building use. Primary duties include:

Answering phones, voice mails, emails; ordering supplies and other basic office tasks

- Developing and printing the weekly order of worship
- Updating the website, Facebook page, and LED sign
- Managing communications with the congregation
- In partnership with Rental Committee, acting as Property Manager by coordinating usage of the church's building spaces for renters and outside requests; help with various rental groups with issues that may arise as needed
- Working with our accounting agency to track and report pledges and donations

Situated in the north end of vibrant Seattle, Broadview serves a warm, welcoming, and energetic congregation with strong leadership and a deep commitment to diversity and inclusion. We strive to “joyfully experience God’s presence, faithfully live out the Good News of Christ, and be ever-attentive to the inspiration of the spirit” (*from our statement of purpose*). Our theologically progressive membership includes folks who have been here for decades and folks we met just last week; people with all kinds of personal and faith stories; octogenarians and just-baptized babies. For more details, please send a letter of interest and resume to Pastor Gary Southerton, pastorgary3@gmail.com. Position open and needs to be filled as soon as possible. No phone inquiries please.