



## UNITARIAN UNIVERSALIST LEGISLATIVE MINISTRY OF NEW JERSEY

*A voice for justice, equality and compassion in New Jersey.*

### Job Description – Administrative Assistant

The Unitarian Universalist Legislative Ministry of New Jersey (UULMNJ) is seeking a part time Administrative Assistant to begin as soon as possible. Duties of the position include but are not limited to:

- Administrative support, as requested by the Executive Director
- Assist with Board, Plenary and issues workshop preparation
- Organizational data keeping
- Maintaining organization files
- Social media maintenance (Facebook)

#### Qualifications:

- Previous office administration experience
- Good office organizing skills
- Knowledge of Facebook and social media
- Strong computer skills
- Basic computer graphics is helpful

Must be able to work independently and to meet weekly in Summit, NJ.

Compensation: \$15 /hour, average of 10 hours/week

Duration: This is a grant-funded position, with an initial duration of one year, subject to renewal.

Applications should be submitted to: Rev. Craig Hirshberg, Executive Director,  
[director@uulmnj.org](mailto:director@uulmnj.org). Contact: 609.672.7331

Deadline: March 15, 2012

The Unitarian Universalist Ministry of New Jersey, a statewide network of the 21 New Jersey Unitarian Universalist congregations, provides a comprehensive structure, network and resources to empower the moral voice and actions of our Unitarian Universalist principles and values in the public arena. UULMNJ engages in impacting social justice and public policy issues important to our state through Education, Research, Advocacy, Witness, and Service. UULMNJ works to facilitate communications among the NJ UU congregations and aims to be a resource to encourage and strengthen their social justice programs. UULMNJ is an equal opportunity employer. [www.uulmnj.org](http://www.uulmnj.org).

*Supported in part by a grant from the Fund for Unitarian Universalist Social Responsibility.*

*February, 2012*