

Title: Office Administrator, Allen Avenue Unitarian Universalist Church
Reports to: Minister
FLSA Status: Nonexempt
Hours and compensation: \$22/hour and pro-rated benefits, including paid time off, health insurance and retirement plan
5 hours/day, 5 days/week, September through mid-June
5 hours/day, 2 days/week, mid-June through August

Position Purpose

Maintains a presence at the church while providing office and administrative services. Facilitates communication with the public, and among the staff and congregation. Oversees use of the building and coordinates building cleaning and maintenance.

Essential Functions

- Serves as receptionist, contact person, and communications coordinator for church staff, lay leaders, members of the congregation and the public.
 - Answers phone, routes messages and ensures follow up; opens and routes mail.
 - Manages and trouble shoots church computers, internet access and telephones, contacting technical assistance as needed.
 - Monitors, orders and receives supplies for the office and office machines and schedules maintenance of office machines.
 - Communicates and coordinates purchasing/reimbursement procedures to staff and volunteers.
 - Maintains the master calendar of church activities and building use; approves schedule/scheduling requests.
 - Maintains and ensures congregational awareness of security and fire alarm systems, key management policy, and emergency plans.
 - Maintains and publicizes regular office hours.
- Supports the Personnel and Finance Committees.
 - Provides orientation for new employees including benefit information, paperwork and workstation setup.
 - Gathers payroll hours/information and submits it to the payroll company.
 - Monitors UUA insurance and TIAA Cref payments, and updates information with the UUA.
 - Does routine bookkeeping, including entering income into QuickBooks and Breeze and paying bills.
- Supports the Building and Grounds Committee
 - Coordinates building maintenance.
 - Monitors the condition of the building, coordinates maintenance and repairs with the Building and Grounds Committee and with outside contractors

- Schedules cleaning with the Sexton or cleaning service.
- Supervises the Sexton, if applicable, including writing annual review.
- Supports production of church publications, including Sunday and Memorial Orders of Service and annual reports.
 - Gathers information from the appropriate sources.
 - Edits, copies and assembles the publications.
- Manages rentals of the church's facilities.
 - Manages annual leases for long-term rentals.
 - Schedules, negotiates fees (based on Rental Policy), and prepares contracts for short term rentals
 - Coordinates set up/clean up with sexton, provides access and communicates usage information and policies, and tracks payments.
- Supports the Board of Trustees
 - Maintains church records and files to ensure that they are complete and current.
 - Develops and makes accessible a comprehensive master index for church records and files to ensure that church staff and lay leaders have access to them.

Core Competencies

Attention to detail: Consistently attends to the many small pieces which make up an organized whole; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while attending to the smallest of details.

Interpersonal skills: Works collaboratively with people at all levels of the congregation, particularly board members, supervisor and committee leaders. Uses diplomacy and tact; is approachable; is widely trusted to keep confidences and admit errors.

Technical expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Qualifications

- Excellent organizational, time management and administrative skills
- A friendly, welcoming temperament
- Clear oral and written communication
- Ability to maintain privacy and confidentiality of sensitive information
- Knowledge of, and commitment to, Unitarian Universalist principles and values.