

## **Job Description for UUFSD Congregational Administrator**

**Job Summary:** The Congregational Administrator plays a vital role in promoting the values of our religious community by acting as a leader, resource, and liaison for church members, committees, officers, the Minister and the Board. The Congregational Administrator presents the face of the congregation in many of our dealings with vendors, neighbors, and other organizations. The position requires strong communication and organizational skills. This is a full-time (35 hours a week) position that reports to the Minister. The Congregational Administrator coordinates contract facilities workers and temporary event workers.

### **Principal Duties and Responsibilities:**

#### **Office Administration and Personnel**

- Manages UUFSD mail and answers phones
- Oversees functioning of the office, including keeping church files and records, maintaining office equipment, purchasing supplies
- Liaisons with Church & Casualty Insurance and Health Insurance representatives when necessary
- Manages annual/bi-annual reports due to various organizations with the help of staff and treasurer
- Manages church publications, including Sunday orders of service, weekly newsletters, and general correspondence
- Attends weekly staff meetings as needed
- Keeps church calendar
- Maintains membership records
- Updates online membership directory as needed
- Maintains personnel files and assists new employees in filling out paperwork
- Acts as liaison to setup crew
- Performs various business errands (ie; picking up/dropping off postal mail, taking used toner to store for recycling, picking up Fellowship supplies, snacks, etc.) as needed.
- Provides administrative support to minister
- New duties include scanning relevant documents (past and present) into cloud software called G Suite. This will be intensely time consuming until we have all past documents caught up and in the cloud. At that point it will require regular maintenance of all new relevant documents.

#### **Facilities**

- Manages facilities in cooperation with Buildings and Grounds Committee
- Schedules rentals; prepares rental contracts, arranges for temporary workers
- Coordinates all special events such as memorial services, weddings, etc.
- Coordinates schedules of custodial and music staff for events on campus
- Manages all facilities maintenance activities (in cooperation with Building and Grounds Committee), including security, repairs, landscaping, and cleaning contractors
- Acts as liaison to Buildings and Grounds Committee
- Keeps master calendar of activities and building usage

### **Resource/Liaison**

- Functions as resource person for church members, committees, board, and other staff, including religious education and music staff, and custodial staff
- Liaison with Sandy Hill School (onsite children's school) as required
- Attends Executive Committee and Board meetings as requested
- Prepares materials for Board and Executive Committee meetings, and other meetings as requested
- Assists Stewardship Committee, including providing all needed administrative support
- Provides administrative support for special congregational events and activities, such as the annual pledge drive
- Assists bookkeeper with compiling checks and expense requests for processing
- Distributes checks/paystubs upon receipt
- Supports healthy communication and right relationships between the church and its constituencies including: neighbors, vendors, staff, committees, members
- Occasionally assists with setup for events, particularly large UUFSD sponsored events such as Christmas Eve service. Includes occasionally assisting in the kitchen on those Sundays that are attended.

**This is not an exhaustive list. From time to time the Minister or President of Board of Trustees may assign additional duties.**

### **Schedule**

The Congregational Administrator is generally present on campus from 8:30am to 4:00pm, with a half hour lunch break. Office hours of operation are 9:00am to 4:00pm, although hours may vary depending on Administrator's daily duties. Congregational Administrator is required to be onsite for one Sunday service per calendar month in exchange for equivalent hours off each month scheduled in advance with the Minister.

### **Qualifications:**

- 5 years minimum experience in office management; experience in not-for-profit organizations a plus.
- Ability to work with minimal supervision.
- Bachelor's degree preferred.
- Excellent communication, collaboration, and problem solving skills.
- Ability to organize and prioritize multiple tasks.
- Competency with computers, including Internet, word processing, and database programs (experience with Google Calendar and ACS [Automated Church Services] a plus); demonstrated expertise in MS Office applications is required.
- Respect for Unitarian Universalist values and principles
- The ability to maintain confidentiality in general, and specifically in relation to ministry, financial and pastoral concerns, in close cooperation with the Minister.
- Calm presence while dealing with complex issues and a sense of humor is always helpful.

The salary range for this position is \$29,840-40,320 per year.