

**Job Description for: UUFSD Congregational Administrator**

**Position is non- exempt, 35 hours per week**

**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 Fellowship 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 Board of Directors. The Congregational Administrator coordinates contract facilities workers and temporary event workers.

**Principal Duties and Responsibilities:**

**Office Administration and Personnel**

- Provides administrative support to Minister
- Supervises AV Specialist, set-up staff and custodian as well as potential contractors.
- Trains/orients new employees
- Participates in staff meetings a minimum of once per month
- Maintains personnel files
- Oversees functioning of the office, including keeping Fellowship files and records, maintaining office equipment, purchasing supplies
- Manages business with insurance companies with Board and Finance Committee support as needed.
- Manages annual/bi-annual reports due to various organizations with the help of staff and treasurer
- Manages Fellowship publications, including Sunday orders of service, weekly newsletters, and general correspondence
- Manages UUFSD mail and answers phones
- Maintains Fellowship calendar
- Maintains membership records
- Updates online membership/friends directories as needed
- Updates and maintains Google Groups (committee email aliases)
- Is familiar with UUFSD By-Laws and Policies and Procedures
- Performs various business errands (i.e.; picking up/dropping off postal mail, taking used toner to store for recycling, picking up Fellowship supplies, snacks, etc.) as needed.
- Responsible for ensuring that newly generated documents that are on the permanent records retention are appropriately archived online and that any temporary documents older than 7 years stored in the online archive are deleted on an annual basis (see P&P 170)
- Assists bookkeeper with compiling checks and expense requests for processing

**Resource/Liaison**

- Functions as a resource person for Minister, Board, Fellowship members, staff and committees
- Serves as liaison to Sandy Hill Pre-School
- Attends Board meetings as requested
- Prepares materials for Board and Executive Committee meetings, and other meetings as requested
- Provides administrative support for special congregational events and activities, such as the annual pledge drive and other fundraising.
- Supports healthy communication and right relationships between the Fellowship and its constituencies including neighbors, vendors, staff, committees, members and congregants

Approved by the Board of Directors September 18, 2022

## Facilities

- Coordinates facilities maintenance in coordination with Building and Grounds Committee, including security, repairs, landscaping, and cleaning contractors
- Schedules rentals, prepares rental contracts, arranges for appropriate staff as needed
- Coordinates events
- Keeps master calendar of activities and building usage

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

## Schedule:

The Congregational Administrator is generally present on campus from 9am – 5pm with one hour for lunch. Office hours of operation are 9:00 a.m. to 5:00 pm with a 1-hour lunch break, although actual hours may vary depending on Administrator's daily duties.

## 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, collaborative 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 Breeze Church Management Software); demonstrated expertise in MS Office applications is required. MS Publisher is used for Order of Service and other publications.
- Respect for Unitarian Universalist values and principles
- Must maintain confidentiality in all aspects of Fellowship interactions
- Able to use good judgment in deciding what information needs to be conveyed to the Board and/or the Minister, especially regarding complaints or negative experiences of staff and congregants.
- Calm presence while dealing with complex issues and a sense of humor is always helpful.

## Salary Range and Benefits:

- **\$26 - \$28 per hour**
- **This position is non-exempt and is paid according to state and local laws**
- (\$47,320 - \$50,960 range based on 35 hours/week)
- Full Medical/Dental/Life and Long-term Disability Insurance
- Paid Sick leave; accrual starts at date of hire
- 70 hours Paid Vacation per year; vacation accrues and rolls over to next year, subject to cap on accrual
- 10 paid holidays (holidays paid at 7 hours/ day)