



UUFSD Administrator

Unitarian Universalist Fellowship of San Dieguito
Solana Beach, California

Job Description:

Position is non-exempt, 25 hours per week, hybrid

Who We Are: Inspired by our Unitarian Universalist (UU) principles and values, we are a vibrant congregation that aspires to and promotes both locally and globally: love, spiritual growth, service, right relations, and sustainable living. We welcome all races, genders, sexualities, and spiritual backgrounds. Love and fellowship are the heart of our congregation.

Job Summary: The Administrator plays a vital role in promoting the wellbeing of our Unitarian Universalist community by acting as a facilitator, liaison, and resource for members, staff, committees, officers, the Minister, and the Board. Additionally, the Administrator is the primary face of the congregation when interacting with renters, vendors, neighbors, and other organizations. The Administrator works closely with volunteers. The position therefore requires strong communication, volunteer coordination, and organizational skills.

This position reports to the Minister.

Principal Duties and Responsibilities:

Office Administration and Personnel:

- Manage and respond to email, mail and the phone in a professional and timely manner.
- Oversee the functioning of the office, including but not limited to keeping files and records, maintaining office equipment, purchasing supplies.
- Maintain personnel files.
- Participate in weekly meetings with the Minister, staff meetings a minimum of once per month, and quarterly scheduling meetings with Leadership.
- Manage annual filings with the UUA, state, city, and insurance companies.

Calendaring and Scheduling:

- Maintain the Fellowship's master calendar of activities and building usage with direction from the Minister.
- Provide Zoom links for online meetings.
- Schedule and liaise with Setup Staff, AV Specialist, Custodian, Office Volunteers, vendors, and maintenance services.

Communications and Database Management:

- Produce accurate and timely Fellowship publications including orders of service, weekly newsletters, and general correspondence.
- Manage the Fellowship's congregational and membership management database (BreezeCHMS), Google Groups, and Constant Contact lists.

Facilities Liaison:

- Responsible for site rentals including liaising with renters, preparing contracts, scheduling staff, collecting payments, and handling any last minute emergencies regarding staffing or facilities.
- Liaison for Sandy Hill Preschool.
- Coordinate with the Building and Grounds Committee regarding safety and security infrastructure maintenance, repairs, landscaping, and cleaning contractors.
- Maintain a log of who has access (keys) to each building; secure all extra keys.

Volunteer Relations:

- Where feasible, and in consultation with the Minister or other members of the Leadership team, develop and coordinate volunteer members to help with specific tasks on a regular basis and for one-time special tasks as needed.

This is not an exhaustive list. The Minister or Board President may occasionally assign additional tasks or duties.

Schedule:

This is a hybrid position with a required 25 hours per week, and a minimum three days per week worked on campus. The hours and days worked within that schedule are negotiable. Preference will be given to candidates willing to work more days on site. In addition, an initial period of on-site attendance will be required for training purposes.

Qualifications:

- 5 years minimum experience in office management, or the equivalent; experience in not-for-profit organizations a plus.
- Bachelor's degree preferred.
- Ability to work with minimal supervision.
- Ability to schedule and manage office volunteers and support staff.
- Ability to organize and prioritize multiple tasks.
- Event planning experience desired.
- Excellent communication, collaborative and problem-solving skills, and follow-through.
- Competency with computers, including use of internet, word processing, and database programs. Experience with Google Workspace, Microsoft Office (MS Publisher is used for order of service), Constant Contact, and Breeze Church Management Software preferred.
- Must maintain confidentiality in all aspects of Fellowship interactions, and be able to use good judgment in deciding what information needs to be conveyed to the Minister and/or the Board. A calm presence while dealing with complex issues (and a sense of humor) is always helpful.

Salary Range and Benefits:

- \$26 - \$30 per hour (\$33,800 - \$39,000 salary range based on 25 hours/week)
- This position is non-exempt and is paid according to state and local laws
- Prorated Medical/Dental/Life and Long-term Disability Insurance
- Paid sick leave; accrual starts at date of hire
- 50 hours paid vacation per year; vacation accrues and rolls over to next year, subject to cap on accrual
- 7 paid holidays plus Christmas Day through the observed New Year's Day holiday; holidays paid at 5 hours/day

TO APPLY:

If interested in this position, please send your resume and cover letter to personnel@uufsd.org. Resumes will not be considered without a cover letter.