UNITARIAN UNIVERSALIST CONGREGATION OF SOUTH COUNTY

JOB DESCRIPTION: CONGREGATIONAL ADMINISTRATOR

TITLE:	Congregational Administrator	**DATE:**	August 12, 2021
REPORTS TO:	Minister/Supervisor	**LAST REVIEWED:**	August 12, 2021

SUMMARY

Responsible for a variety of administrative office tasks with minimal guidance. Manages office procedures to support staff, governing board, and committee chairs. Coordinates the long-term and short-term rental of the building and supports users when needed. Publishes both print and digital works. Prepares monthly reports for the governing board, including recommendations for more efficient office procedures. Supports the mission of the organization and its policies.

DESCRIPTION of DUTIES

1. Work closely with the minister, professional staff, Board members and committee chairs to provide organizational support.
2. Manage office procedures, facilities (including keys and key codes), and the congregational online calendar.
3. Perform general office duties including but not limited to answering and routing phone calls, emails, and traditional mail.
4. Manage building rentals by outside individuals or groups, or UUCSC members and troubleshoot questions from users as needed.
5. Develop a system for maintaining current membership records, including
    a. Master Congregational Spreadsheet
    b. online Member Directory
    c. emails in Constant Contact
6. Maintain current congregational documents as dictated by the UUCSC document retention policy, including UUCSC historical documents, and digital documents on the UUCSC website, in collaboration with the Board of Directors, Committee Chairs, and Communications Committee
7. Collaborate with the professional staff, board, and committee chairs to produce:
    a. the weekly Order of Service for Sunday worship,
    b. the weekly email newsletter, supplemental and emergency messages, as needed, using Constant Contact application.
    c. the UUCSC website.
    d. special event material preparation including memorials and weddings for UUCSC members.
    e. materials and mailings for the annual meeting in June.
    f. special mailings including stewardship, etc..
    g. membership information
8. Collaborate directly with the UUCSC Financial Assistant and Board Treasurer as needed to maintain/establish contracts, vendors (collecting W9s), office equipment, office and congregational supplies, in line with relevant budget allotments.
9. Maintain petty cash according to established process, and send a monthly report to the Board Treasurer and Financial Assistant.

REPORTING RELATIONSHIP
Reports directly to the Minister/Supervisor..

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma (or equivalent), Bachelor's degree preferred.
- 3 years minimum experience in office management, with a non-profit organization preferred.
- Skilled in current computer applications/technologies, including, but not limited to MS Office (including mail merge), Google Office Suite, Internet applications, and web publishing.
- Clear Background Criminal Investigation Check.

QUALITIES DESIRED

- Respect for Unitarian Universalist values and principles.
- The ability to maintain confidentiality in general, and specifically in relation to ministry, financial and pastoral concerns.
- Excellent communication and collaboration skills.
- Independent worker.
- Confident problem solver.
- Willing learner, strong desire to improve skills, as technology needs develop.
- Ability to organize and prioritize multiple tasks.
- Calm presence while dealing with complex issues.

PERFORMANCE EVALUATION

Performance of duties and responsibilities per goals established will be evaluated annually. Annual goals will be developed and assessed in collaboration with the Minister and Board President, approved by the Board.

Part time, 20 hours/week, salary range $20-$25/hour.

Attach letter of application and resume to: Etta Zasloff, Job Posting Coordinator
zasloff.etta@gmail.com

Please address the following questions in your letter of application:
1) Why are you interested in this position?
2) How does this position fit into your life plan?
3) Specifically, how does your skill set match this job description?