

## **Office Administrator**

### **Job Description**

**Reports to: Minister**

**Supervises: Office Volunteers**

### **Job Summary:**

The Office Administrator provides administrative, financial, and communications support to a vibrant liberal religious community of roughly 150 members. This role works closely with the staff team and volunteer leadership, as well as serving as the front face of the congregation with members of the public during the week. This 30 hour/week position offers a somewhat flexible schedule with some required in-person office hours to be determined.

### **Essential Functions:**

#### Office Management

1. Reception & Communication: Serves as the main point of contact for the congregation and public; staffs the office and responds to inquiries via phone, email, and in person.
2. Office Management: Maintains office organization, supplies, files (digital and physical), mail, and administrative accounts.
3. Communications: Prepares and distributes weekly newsletters, Orders of Service, announcements, and other print/digital materials.
4. Event Promotion: Publicizes events and services through email and social media; coordinates with leadership on announcements.
5. Clerical & Member Support: Assists staff and members with forms, referrals, and general administrative needs; recruits and supports volunteers; maintains participation records and denominational reports.

#### Financial Administration & Database Support

1. Donation & Financial Tracking: Processes and records all donations; ensures accurate allocation to funds and campaigns; prepares deposits and financial reports.
2. Fundraising Support: Supports stewardship and fundraising campaigns by tracking pledges, generating reports, and issuing donor statements.
3. Financial Coordination: Collaborates with Treasurer and Bookkeeper on managing income, bills, and budget tracking; prepares checks as needed.
4. Database Management: Maintains accurate member and donor data; generates reports and supports user access to the database.

5. **Communication Systems Oversight:** Ensures accurate email distribution lists; trains staff and members in using communication tools and Church Management Software.

#### Facilities and Calendar Coordination

1. Works collaboratively with Property Committee to manage facilities
2. Approves and supports facility use by outside groups in compliance with policies; manages access and collects rental fees.
3. Maintains the church calendar; schedules meetings and events, including virtual sessions.

#### Other

1. Participates in appropriate staff functions, such as staff meetings and supervision.
2. Meets standards of confidentiality and complies with organizational policies and procedures.
3. Maintains membership with the Association of Unitarian Universalist Administrators (cost may be covered by FUUSE).
4. Performs other duties as assigned by the Minister or their designee.

#### Core Competencies

**Attention to Detail:** Ensures accuracy and thoroughness in all administrative tasks, such as record keeping, scheduling, financial tracking, and communication. Maintains a high standard of excellence in preparing documents, managing calendars, and handling confidential information with care and precision.

**Confidentiality and Discretion:** Handles sensitive information — such as personal, financial, or pastoral matters — with the utmost integrity and discretion.

**Interpersonal and Team Building Skills:** Fosters a welcoming and collaborative environment through respectful communication and active listening. Builds strong working relationships with staff, volunteers, congregation members, and external partners, contributing to a cohesive and supportive church community.

**Process Management and Problem Solving:** Creates and maintains efficient administrative systems that support the daily operations of the church. Identifies and addresses challenges proactively, offering practical solutions that improve workflow and support ministry goals.

**Technical Expertise:** Demonstrates proficiency with office software, communication platforms, and digital tools relevant to church administration. Ensures technology is used effectively to enhance communication, data management, and event coordination.

Required Qualifications:

- AA or BA or comparable relevant experience
- 3-5 years of office administration experience
- Experience with Google Workspace, Microsoft Office, Windows, Zoom, Church Management Software or other organizational database including data entry, data integrity, and reports.
- Completion of criminal background check

Preferred Qualifications

- Experience with web design and social media, including programs such as WordPress, MailChimp, and Canva. Comfort with similar programs and a willingness to learn a plus.
- Familiarity with Unitarian Universalism.