

Job Title: Office Administrator

Supervision: Supervised by the Minister as chief-of-staff

Hours: Half-time (20 hours/week) on-site/remote. At least 3 days per week Monday through Friday.

Salary: At least \$18/hour, based on experience.

Benefits: vacation, personal/sick time, and 12 paid holidays per year. Retirement after the first year.

Job Responsibilities & Requirements:

Proof of Covid-19 vaccination is a requirement of this position.

The Office Administrator is responsible for the overall coordination of office/administrative functions, including but not limited to the following:

- Managing Payroll
- Presenting a friendly, helpful, and welcoming presence when greeting and assisting members and visitors
- Answering the phone during office hours, and following-up on voicemail, mail, and email
- Supervising the sexton
- Tracking the office and sexton supply inventories
- Managing the filing systems
- Maintaining various databases, computer backups, and software updates
- Managing the online church calendar, including on-site events and virtual meetings (Zoom)
- Generating and distributing the Order of Service weekly
- Preparing church wide emails, standard mailings, flyers and other documentation as needed
- Publishing and distributing annual reports and church directories
- Coordinating building rentals: meeting potential renters, providing basic rental information, and facilitating the writing and signing of rental contracts
- Managing building access for members and renters
- Scheduling and overseeing routine building maintenance in conjunction with building committee chair

Desired Skill Set:

- Organized; able to keep track of several projects at the same time
- Detail-oriented with strong time management skills: flexible, focused, able to prioritize work and work within deadlines
- Strong computer literacy with competencies in various software packages across platforms including Microsoft Office, cloud-based, and communication applications, including social media
- Comfortable researching, learning, and implementing new web tools, apps, and technologies as needed
- Works and communicates well with people
- Writes and speaks well. Uses good phone/email etiquette
- Understands/is willing to become familiar with Unitarian Universalist principles, organization, and culture in order to support church operations and be able to respond to basic inquiries from new members or visitors.
- Able to recruit, train, and empower volunteers to assist in administrative tasks.

Submission address: email a letter of interest and resume with three references to minister@uumanchester.org.

Start date: Position is available IMMEDIATELY.

SHORT VERSION FOR AD:

Church Office Administrator, half-time

At least \$18/hour, based on experience. Includes vacation, PTO, paid holidays, retirement.

Responsible for varied office/administrative functions.

Proof of Covid 19 vaccination is a requirement for this position.

Must be organized and flexible, able to juggle tasks.

Is detail oriented, has good time management.

Strong computer literacy including Microsoft Office and Zoom. Must work well with other people and feel comfortable engaging with the public.

Understands/is willing to become familiar with Unitarian Universalist principles, organization, and culture.

Knowledge of WordPress and Breeze church management software a PLUS.

Cover letter and resume with 3 references

to minister@uumanchester.org

Start date: Position is available IMMEDIATELY.