

**Allen Avenue Unitarian Universalist Church**  
**Church Administrator**  
**Job Description, 2017**

**For those who desire to apply, please send a cover letter and resume in electronic form to [personnel@a2u2.org](mailto:personnel@a2u2.org)**

Position Summary

The Church Administrator is responsible for:

- Providing office functions and services
- Facilitating communication with the public, and among the staff and congregation
- Overseeing use of the building and management of facilities
- Supervising the work of the church sexton and office volunteers

Time Frame

This is a part-time hourly position averaging 27 hours/week with an average of 30 from September through June (43 weeks), and 12 hours in the summer (9 weeks). Two weeks of paid vacation to be taken during the summer, plus an additional week per year to be determined with the minister and the Personnel Committee.

Benefits

Benefits include 10% retirement for UUA eligible employees (eligible after one year of employment in UU organization), disability and life insurance, 54% of individual health insurance premiums with the UUA plan, and total of 54 hours of paid vacation, with two weeks taken during the summer, and remaining 30 hours during the church year.

Environment

The majority of the workday is spent working alone in a small office, with frequent interruptions; periodically sharing space and workstations with volunteers.

Qualifications

- Excellent written and oral communication skills
- Excellent organizational skills
- Proficiency with MS Office -- Outlook, Word and Excel; database software; internet-based tools
- Troubleshooting skills with office machines, computer programs and telephone systems
- Understanding of connectivity of computers, phones, dbase systems and website is helpful
- Experience in vendor relations, equipment contracts, ordering and maintaining office supplies
- Knowledge of fundamentals of building operations
- Experience in office management in not-for-profit or church organization
- Supervisory experience; some volunteer management experience helpful
- Not currently a participant in this congregation

Personal Qualities

- Maturity, flexibility, good judgment, and ability to learn
- Skill at managing multiple priorities while maintaining attention to detail
- Ability to work effectively in a collaborative environment with staff and volunteers
- Ability to maintain confidentiality and appropriate boundaries
- Comfortable taking initiative
- Respect for UU values and principles

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Primary Responsibilities

Office Management and Communications

- Performs office reception and clerical duties, including but not limited to routing mail, answering phones, receiving the public, copying, filing, and correspondence.
- Maintains the master calendar of church activities and building use; approves schedule/scheduling requests.
- With the Membership Coordinator, maintains database of visitors, friends and members; creates reports, lists, mailing labels as needed.
- Supports production of some hardcopy and electronic publications including the Sunday order of service, as well as Memorial programs: editing, proofreading, copying and assembling.
- Orders and receives supplies for office and office machines; schedules maintenance of office machines. Communicates purchasing/reimbursement procedures to staff and volunteers.
- Maintains relationships with vendors/contracted services as well as with other staff, members and friends of the congregation, and the public.
- Manages and troubleshoots church computers, internet access and telephones, contacting assistance as needed.
- Maintains office records and files.
- Provides orientation of new employees including benefit information, paperwork and workstation setup, coordinating with Personnel Committee and Treasurer.
- Oversees compilation of Annual Report for the Annual Meeting.
- Coordinates volunteers who do various office functions that you have delegated.

Facilities

- Supervises the work of the Sexton
- With Building and Grounds committee, oversees regular maintenance and special repairs provided by the sexton as well as outside contractors including snowplowing and other service personnel.
- Maintains and ensures congregational awareness of security and fire alarm systems, key management policy, and emergency plans.
- Manages rentals: schedules, negotiates fees (based on board-established policies), prepares contracts, coordinates set-up/clean-up with sexton, provides access and communicates usage information and policies, and tracks payments. Manages annual leases of long-term rentals.

Financial

- Facilitate information flow between bookkeeper, staff, and various church committees in cooperation with the Church treasurer. Ability to read Quickbooks
- Gathers payroll hours/information and submits it to the Payroll company
- Forwards payroll report to the bookkeeper
- Monitor UUA insurance and TIAA-Cref payments, and update information with the UUA.
- Reviews and approves invoices for payment by bookkeeper.

Functions listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment for the position. This position is supervised by the Minister.