

Position

Reports To: Minister

FLSA Status: Non-Exempt

Approved by: Personnel Committee and the Board of Trustees

Compensation: \$18.50/hour

Hours: 28 per week (flexible)

Benefits: Medical, retirement, paid vacation and sick leave

Role**Summary:**

This position is responsible for the overall administrative functions of Shoreline Unitarian Universalist Church (SUUC) including the handling of church communications, coordinating building rentals, financial record keeping (not bookkeeping), and working collaboratively with the staff and volunteers. Strong interpersonal skills are required.

Essential Functions:**Office Administration**

- Maintain regular open office hours
- Oversee incoming church communications from members and the public
- Answer the phone and maintain the Voice Mail system (function as SUUC ambassador)
- Provide monthly reports to the Board of Trustees
- Work in collaboration with the Director of Religious Exploration (RE), the church Board of Trustees, and the Minister

Record-keeping

- Create and maintain the master church calendars
- Maintain official record of the minutes of the Board of Trustees and Congregational Meetings
- Keep records of church membership, pledges, financial and legal records and documents
- Maintain church database files, mailing lists, membership roles and pledge records
- Maintain church policy manual
- Provide pledge/contribution statements quarterly, and by January 30 for the prior tax year
- Provide information on members recommended for a change in status to the Board; send associated notices/letters as directed by the Board
- Maintain membership database online for *UU World* magazine
- Assist with the completion of annual reports to the UUA regarding membership
- File annual statements with the State of Washington, renew tax-exempt status annually
- Prepare name tags for visitors and new members, process visitor cards

Finance

- The administrator is a signatory (not the primary) on all bank accounts and maintains changes of signatories with bank
- Make weekly bank deposit and maintain income recordkeeping to give to the bookkeeper
- Enter all financial pledge contributions into the Church Windows database system
- Approve bills and payroll related to Office Administration, utilities, and janitorial
- Submit and oversee Administrative and Rentals budgets
- Review all paid bills and mail disbursements
- Order checks when directed by Treasurer or Assistant Treasurer
- Provide Quick Books financial information to committees as requested

Building Maintenance and Rentals

- Coordinate the use of church buildings, facilities and equipment by church members
- Works with Chair of Building and Grounds Committee to maintain the upkeep and safety of church buildings
- Oversee rentals of church buildings, facilities and equipment subject to rental schedules and leases, finalize leases or rentals (working with Rental Committee when necessary), and collect rent
- Assign rental hosts when needed for events; ensure that they are paid
- Create or follow through with suggestions on ways to promote rentals
- Maintain records of rental income
- Work with the Rental Committee to evaluate and update policies annually
- Coordinate heat and janitorial service with custodian for renters and all building users
- Arrange for maintenance services for church utilities and equipment
- Keep a record of all church keys given out

Equipment

- Maintain all general office equipment and purchase office supplies for general office and church use
- Maintain office desktop computer and find outside support when necessary
- Investigate, evaluate and prepare proposals for Board approval regarding all lease and purchase contracts

Written and online communications

- Edit, publish and disseminate the monthly newsletter, *Soundings*
- Edit and publish the weekly *Order of Service* and inserts
- Create and send out SUUC eBulletin weekly
- Maintain, edit, and collaborate on content of church website
- Maintain church Facebook page
- Update pamphlets or booklets containing general church information
- Maintain the Membership Directory and send out quarterly update

Management/Supervision

- Supervise the performance of paid custodian. Assist the Personnel Committee in writing job descriptions and hiring. Supervise custodial work on a regular basis.
- Oversee office volunteers, includes copying of the *Order of Service* and inserts
- Oversee building security issues

Personnel Responsibilities

- Maintain files of employee contracts and employee files and records

Meetings

- Attend monthly staff meetings
- Attend Board meeting once yearly
- May attend additional meetings as requested

Other Duties

- The Administrator may perform other administrative directives of the Board falling within these general guidelines
- The Administrator may be requested to prepare formal correspondence (or transfer pre-written correspondence) on church letterhead as required by the Board of Trustees, the Minister, or the Treasurer

Notes

- The Administrator is not a secretary to the Minister or the Board of Trustees

Qualifications

Education and Experience

A minimum of two to three years of related experience and/or training are required.

Certificates, Licenses and Registrations

None.

Required Knowledge, Skills, Abilities

- Basic office skills (telephone, keyboarding, filing, organizing, managing)
- Ability to supervise volunteers and staff
- Computer literacy in MS Word, Excel, Outlook, Publisher and QuickBooks Pro
- Ability to make decisions in the supervisor's absence
- Ability to work a flexible schedule as necessary
- Ability to prioritize work, juggle tasks, and work independently
- Ability to work well with others, including the public
- Ability to maintain confidentiality
- Detail orientation
- Strong communication and organization skills

Working Conditions

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and listen. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather. The noise level in the work environment is usually medium. This position works in a fragrance-free environment. A person in this position should feel comfortable working alone.

Required Training

None.