

First Church Unitarian, Littleton

Church Office Administrator Position Description

Title: Church Office Administrator

Revised: March, 2021

Time Frame and Scope of Job: Part Time, non-exempt, 20 hours per week

Position Summary: Maintain an organized, efficient church office using administrative best practices; Partner with staff and lay leadership in delivering seamless church business operations

Statement of Accountability: The Church Office Administrator is hired by the Standing Committee and is supervised by the Minister. They work closely with the church staff including Minister, Director of Religious Education, Sexton, and Music Director as well as Lay Leadership.

Responsibilities:

- Manage all church communications including in person, mail, phone, and digital media
- Serve as central resource for congregants and guests
- Maintain FCU and UUA membership databases
- Manage electronic church calendar including all building use reservations
- Manage church hard and electronic files
- Produce a weekly Order of Service and Community Matters newsletter in coordination with staff and lay leaders.
- Manage office budget and purchase of all office and related supplies
- Coordinate and schedule appointments with outside vendors as needed
- Maintain knowledge of all FCU policies
- Manage the administration of Building Use Policies including interactions with congregants and outside renters.
- Coordinate and produce yearly Annual Report and complete yearly UUA Certification
- Participate in regular Staff meetings
- Perform other office duties as they arise

Experience, Knowledge and Skills

- Strong computer skills including Microsoft Office, Google Docs, Zoom and social media platforms
- Ability and willingness to learn new applications and technology

- Familiarity with membership tracking software
- Meticulous attention to detail and accuracy in printed communications
- Clear interpersonal and communication skills
- Competent organizational skills for an office setting
- Ability to work independently and meet timely deadlines with accuracy
- Ability to work proactively
- Thrive in a collaborative environment
- Previous professional church office administration preferred
- Understanding of Unitarian Universalist values

Working Conditions:

Internal: Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gasses is very limited. Noise level is moderate and includes sounds of normal office equipment (people, computers, telephones, etc.) No known environmental hazards are encountered in normal performance of job duties.

External: Occasional travel may be needed. Work does not normally take place outside of the FCU office, although very occasionally, something may arise requiring it.

Physical Demands:

Work involves standing and walking for brief periods, however most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer work. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. FCU will provide adaptive devices as needed.

Send resume to COAsearch@fculittle.org.