

JOB DESCRIPTION

Bismarck-Mandan Unitarian Universalist Fellowship and Church

POSITION TITLE: Office Administrator

POSITION SUMMARY: To provide administrative and communications support to the Minister, Board of Trustees, Councils, and other church groups and activities. This position is 13-20 hours per week, with flexible hours and a supportive work environment. Some work can be done remotely, but scheduled regular office hours are required.

You do not have to be Unitarian Universalist to apply or be hired. We are an Equal Opportunity Employer, and so we celebrate and support our human differences, encouraging applications from people of all identities, ethnicities, races, and backgrounds.

REPORTING: The position reports to and is supervised by the Minister. If there is no minister, the supervisor is the Vice President of the Board of Trustees.

The Fellowship maintains an Employee Handbook, and the Minister conducts an annual assessment of performance, with regular check-ins about progress and needs.

COMPETENCIES

- Computer skills in Word, Excel, Publisher (or equivalent), social media (particularly Facebook), willingness and ability to learn new programs.
- Skills in database and file storage management (e.g. Breeze, Google Docs)
- Efficient, proactive, and solution-based thinker
- Detail-oriented team player
- Ability to work independently and proactively to support organization
- Creative and positive

RESPONSIBILITIES

Church operations and management

- Coordinate all general email and responses
- Answer telephone, update greeting, and respond to messages
- Text message as necessary
- Maintain physical and online document storage, developing best practices for retention of documents
- Maintain all official correspondence and calendars with deadlines in mind
- Administer control system for office supplies and equipment, including ordering, purchase, pick-up, or delivery
- Maintain office equipment, software, and maintenance contracts
- Maintain and update member information for UU World; update board and leadership contact information with UUA and MidAmerica (1-3 times annually)
- Place any orders for books, flyers, or promotional information
- Provide library oversight and organization
- Pick up mail
- Other duties as assigned

Ministerial Support

- Proactively support Councils and Minister

Membership

- Administer and maintain membership records and pledge/contribution information; maintain directory of members (Breeze)
- Support Councils and Minister in membership efforts
- In cooperation with Board, establish official membership numbers and certify with UUA
- Write and mail outreach to visitors within week of first visit

Building and Grounds

- Support Infrastructure Council in coordinating building and grounds oversight and maintenance (fire extinguishers, furnace upkeep, lawn mowing, snow removal)
- Provide maintenance, coordination, and communication for Art Wall, bulletin boards and wayside pulpit
- Coordinate and calendar building use for special events and outside groups, in coherence with the Building Use policy

Communications

- Implement congregation's communication plan in cooperation with Board, Minister and Councils
- Maintain/update website
- Engage social media outreach including Facebook postings and events
- Provide special event communications
- Assist in coordinating and developing additional outreach or promotional materials as needed

Sunday Service Preparation

- Develop and print announcements and inserts for weekly bulletin including the order of service and facilitator script
- Arrange media release and payment and thank you note for guest speakers and facilitators
- Provide additional support for Sunday Services as needed

Fiscal/Financial Support

- In cooperation with Board Treasurer and bookkeeper, prepare, record, and deliver all deposits including donations both electronic and physical once weekly
- Interface with bookkeeping service and Treasurer as needed.
- Assist in the development, preparation, and distribution of fundraising materials
- Use debit card for routine office purchases, according to the financial policies