

# VUU Congregational Administrator

DRAFT 8/26/20

**Reports to:** Senior Minister  
**Directly Supervises:** Maintenance Technician and Office Volunteers  
**Status:** Full Time, including some evenings and weekends

## Job Summary

The Congregational Administrator will direct the administrative affairs of Valley Unitarian Universalist Congregation and facilitate communication among leaders, membership, and the wider community. The following job description is not intended to be exhaustive; other duties may be assigned as required.

### ESSENTIAL FUNCTIONS

#### Communication

- In consultation with the senior minister and relevant committees, direct communication programs and activities of the congregation through internal and external media, including website and social media.
- Oversee production and distribution of VUU newsletters, communications sent by direct mail, etc.
- Prepare periodic email blasts.
- Prepare annual report for distribution at congregation's annual meeting.
- Update congregation directory.
- Advise publicity committee of upcoming events.
- Post events and inspirational information to Facebook, Twitter, and other social media outlets.
- Attend and give a report at program council meetings.

#### Office Administration

- Oversee congregation's files and records.
- Answer phone, route calls, and take messages, as needed.
- Greet and direct visitors around the campus, including delivery persons, maintenance people, and others.
- Pick up and distribute incoming mail and deposit outgoing mail.
- Oversee production of Weekly Bulletin and inserts.
- Maintain stock of office supplies and forms.
- Maintain office equipment; arrange for repairs or replacement as needed.
- Attend staff meetings.
- In consultation with appropriate leaders and committees, arrange for maintenance of office and building equipment; arrange for repairs or procurement, as needed.
- Gather and send information to Unitarian Universalist Association (UUA) and Pacific Southwest District.

- Record births, deaths, dedications, and marriages/unions in church register.

### **Facility Use Coordination**

- Work with minister, congregation leaders, and outside groups to assign congregation space and equipment for regular and special needs.
- Maintain a calendar of congregational activities and building use schedules.
- Distribute building keys and maintain record of key holders.
- Ensure that policies, procedures, and custodial coverage are provided.
- Maintain a seasonal calendar of property and building care and assist in long-range planning and budgeting for maintenance and replacement needs.
- Coordinate all aspects of building use including key assignments and contracts for paid use of the building.
- In consultation with the Senior Minister and staff, help coordinate time/space for memorial services and weddings.

### **Human Resources**

- Maintain personnel files.
- Process new hires with federal and state forms, employee handbook, insurance, and payroll.
- Oversee all aspects of insurance administration for staff and ministers.
- Inform employees of changes to UUA insurance and regulations.

### **Finance**

- Maintain original documentation of payroll, invoices, and other payments.
- Provide bookkeeping service with financial data.
- Supervise bookkeeping service; review financial documents and prepare copies for board of trustees and committees, as needed.
- Approve reimbursement vouchers for committee members.
- Serve as office liaison for stewardship and finance committees.
- Meet periodically with audit team.

### **Committee Support**

- Provide administrative support to all ministries.
- Order supplies and postage for committee mailings.

## **QUALIFICATIONS**

### **Minimum Qualifications**

- Associate degree or equivalent education/training to manage office affairs, supervise personnel, and direct facility maintenance activities.
- Excellent written and verbal communication skills.
- Proficiency in computer applications including Word, spreadsheets, and database management. Familiarity with Quickbooks is a plus.
- Proficiency with social media/new technology; experience with website management is a plus.
- Ability to appropriately prioritize work assignments; demonstrated success in balancing multiple demands.
- Ability to work independently, think critically, and recognize when to ask questions or seek advice and assistance from others.
- Previous experience working in religious or non-profit organizations is a plus.

### **Physical Requirements**

- Able to lift furniture and equipment weighing up to 25 lbs.
- Able to sit at computer workstation for at least three to four hours at a time.
- Able to endure frequent interruptive standing.
- Able to walk numerous times a week to sanctuary and around complex buildings and grounds.

### **Core Competency Requirements**

- **Interpersonal Skills:** Communicates and understands verbal and written information and instructions. Interacts effectively and respectfully with diverse members of the congregation, staff, and community-at-large. Maintains confidentiality.
- **Organization:** Demonstrates strong attention to detail and can successfully produce reliable and accurate work in a timely manner.
- **Management Skills:** Regularly coaches and empowers those he/she supervises. Understands own leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Marshals resources to get things done.
- **Mission Ownership:** Demonstrates understanding and support of the mission, vision, and values of Valley Unitarian Universalist Congregation. Communicates those values comfortably to others.