Job Description: Office Administrator

Overview: The Office Administrator, supervised by the Minister, manages the Old Ship office and serves as a resource to staff and parishioners in a variety of ways. He/She interacts with the public, parish officials, volunteers and members in person as well as by telephone and electronically. The work is varied and requires strong interpersonal and organizational skills, substantial computer knowledge and understanding as well as the ability work independently while dealing with multiple tasks and setting priorities.

Specific Responsibilities:

Office Management
Supervises Sexton positions.

Responds to telephone and email inquiries from parishioners and staff. Greets visitors and responds to their requests. Processes incoming and outgoing mail.

Posts events and maintains online and Office Calendar. Posts and updates events and reminders to social media, including Facebook and Twitter.

Maintains parish and office records, both hard and electronic, including annual reports, employment and business contracts.

Maintains, monitors and upgrades all office computers, copier equipment and internet services. Trains staff and volunteers in their operation as needed.

Maintains mailing and membership files. Coordinates annual membership reporting to the UUA, updating UU World lists and lists of voting members for annual meetings.

Primarily responsible for production of monthly newsletter. Coordinates with staff and committee chairs on content. Updates congregation electronically weekly and for special events, as needed. Assists with keeping website current.

Prepares and produces the weekly Sunday order of service (bulletin). Prepares other bulletins as needed.

Produces annual report. Coordinates with staff and committee chairs on content.

Maintains, updates and produces church directory online and in hard copy.

Monitors bulletin boards on a weekly basis, posting and removing materials.

Maintains key lists and issues keys to staff, board of trustees and other parishioners, as needed.
Monitors building security and emergency maintenance conditions. Reports problems to Sexton and Building Committee. Coordinates and communicates with Building Committee and contractors for access to the buildings during working hours.

Assist Canvass Committee and other committees with mailings. Serves as a resource to parishioners and other staff, especially as an interface between parish records and volunteer/staff work that needs to be done. Maintains confidentiality as appropriate. Uses strong interpersonal skills to encourage a respectful and productive working environment, and presents a welcoming manner to the public and parishioners.

**Building Use & Event Coordination**
Schedules and helps plan rentals and parish facilities and special events, including weddings and memorials. Coordinates these events with staff. Supervises renters and monitors payments.

Schedules Meeting House tour guides as needed, other than summer. *Occasionally gives a tour if no one else is available.*

**Financial**
Supervises renters and monitors payments.

Assists the Treasurer, Collector, Assistant Collector, Accountant and Canvass Committee to maintain updated pledge and donation information, respecting confidentiality as needed. Tracks special donations. Processes bills by reviewing vouchers and bills and obtaining required approvals.

Assist the Treasurer in producing and mailing letters concerning pledge balances to parishioners on a quarterly basis. Provide year end donation tax reports for parishioners.

Coordinate and track pledge groups on church database. Provide reports and letters to Treasurer and Canvass Committee as needed.

Notifies Treasurer of potential problems,

Orders and maintains general office supplies.

*Other duties as assigned.*

**Supervision Received:** The Office Administrator reports to the Minister.

**Supervision Provided:** Supervises Sexton positions.

**Required Skills and Abilities:**

Strong interpersonal, organizational, and time-management skills; ability to take initiative, function effectively under pressure, handle multiple tasks simultaneously, show meticulous
attention to detail and ability to meet deadlines consistently; proactive approach to identifying problems and finding solutions; and ability to operate under minimal supervision.

**Education and Experience:**

High school diploma required. Associates degree preferred. At least three years’ office experience; excellent command of language, grammar, spelling, and punctuation; ability to communicate by email, telephone, and in-person on behalf of the Church; high-level computer literacy, ability and willingness to learn new software, and experience with MS Office (Word, Excel,). Experience with church database system (Breeze) and Constant Contact a plus.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Evaluation:** The Office Administrator participates in the scheduled job review process.

Revised March 2020