

UNITARIAN UNIVERSALIST CHURCH OF THE DESERT  
JOB DESCRIPTION  
OFFICE ADMINISTRATOR

Position Title: Office Administrator

Reports to: Minister or their Designee

Nonexempt position. Hours: 20-24 hours/week. Tuesday-Friday.

The Office Administrator provides general administrative support to the Minister, staff, UUCOD Board of Directors, and other leaders for special projects. The Office Administrator is responsible for a broad variety of administrative operations of the Church, including office management, reception, publication of congregational communication, facility scheduling and rentals, and database/ records management. The Office Administrator is supervised by the Minister or their designee and works closely with UUCOD staff and Leadership.

**Qualifications:**

High school diploma or equivalent required with preference of AA Degree or higher.

Strong computer skills with demonstrated proficiency in or ability to learn Word, Excel, MS Publisher, PowerPoint, a mass email service (i.e. Constant Contact), database software (i.e. MemInfo), WordPress, and Google Docs.

Solid interpersonal skills, positive attitude, ability to work well with others, and communicate with patience and flexibility.

Ability to work with a diverse community of people.

Ability to maintain confidentiality, show discretion, and demonstrate respect for private information.

Strong organizational and problem-solving skills, flexibility, and change management skills.

Attention to detail, effective time management skills, ability to juggle demands of multiple stakeholders, and prioritize appropriately.

Ability to function with frequent interruptions and work independently with minimal supervision.

Familiar with basic bookkeeping processes.

Previous experience in a non-profit is desirable.

## **RESPONSIBILITIES**

### Office Management:

Manages the Church office and reception using discretion and maintaining confidentiality as appropriate.

Monitors the church email inbox. Respond to or forward emails as needed. Report any issues/problems with email/website issues to the appropriate person.

Monitors the church telephone, takes calls, distributes messages, maintains the voicemail box, and responds to or distributes messages. Report any issues/problems with voicemail box to the Facilities Committee Chair.

Monitors and purchases office supplies.

Collects and distributes mail from the PO box twice weekly.

### Staff and Board Support:

Work closely with the Production and Worship Teams, the Minister, and/or musicians, as necessary, to ensure accuracy and details of the Sunday Order of Worship.

For streaming services, post Order of Worship to Constant Contact and send to congregants. For in-person worship services, print the appropriate number of Order of Worship copies and prepare them for hand-out to congregants.

Assist the Minister with clerical, office, and meeting support as needed.

Assist the Board of Directors with making copies, maintaining records of meeting minutes, and posting agendas on Church bulletin boards.

Assist with preparation of materials for Church activities (i.e., Annual Auction or other Church functions).

Report any maintenance or technology issues to the chair of Facilities Committee.

### Treasurer Support:

Assist Treasurer by performing tasks such as bill payment and check preparation, preparing deposits, and posting payments to various databases.

### Communications:

Prepare the Weekly and Monthly Newsletters for emailing to congregants. Prepare and mail paper copies for those members/friends who request a mailing. Ensure copies of both publications are available in the foyer on Sunday morning.

Maintain the Church calendar for all church activities including meeting times for all church renters (including use of sanctuary/community room/kitchen).

Maintain the Worship, Sunday Service, Calendar, and additional sections of the church website as directed. Post agendas and minutes of Board Meetings on the Website.

Maintain Church bulletin boards.

Support Committee Chairs in preparation of materials for educational classes for congregants.

Assist the Minister, Board of Directors, and Committees with media releases for outreach.

Database Records and Records Management:

Maintain the membership records of the church on the membership database (i.e. MemInfo). Assist the appropriate Standing Committee Chairs to prepare reports from the membership database.

Assist Membership Committee in producing the Church Directory.

Maintain the email database with the current program (Constant Contact). Maintain mailing groups (i.e., members only, members and friends, specific groups as requested).

Maintain an accurate UUCOD Command One Security Code Roster and communicate as necessary with the Command One Security System Office Managers.

Rental/Management/Facilities:

Manage facilities-use calendar and rental contracts.

Meet with potential renters to discuss rates, Building Use and Rental policy, schedule of rental payments. Prepare contract for the Board President's signature.

Coordinate services of the cleaning and gardening crew along with the appropriate Board member and/or Facilities Committee chair.

Other duties as assigned by the Minister and/or Board President.

**Approved by UUCOD Board of Directors March 16.2021:**

President: Jane Zaun

Secretary: Rod Belshee