



FIRST UNITARIAN-UNIVERSALIST CHURCH OF DETROIT

4605 Cass Avenue, Detroit, MI 48201
1stuu.org

Church Office Administrator Job Description

Part Time (5-6 hours per week) Non-Exempt (Hourly) Position

Office hours on Sunday are required

Reports to: Minister

Position created: 11/17/2014

Position Summary:

The Office Administrator is to work as a member of the team with the Minister, Governing Board, and congregation of First Unitarian-Universalist Church of Detroit (First UU). The Office Administrator is responsible for the efficient operation of the church office. The Office Administrator must maintain a professional relationship with the minister and congregation. The Office Administrator must keep in strict confidence information acquired through the duties of this position which may be personal in nature to visitors, church members, the minister, or any others affiliated with the church. The Office Administrator will be required to perform the duties of the position in accordance with this job description, and all applicable First UU policies and procedures. Duties may be modified in consultation between the Office Administrator and the Minister.

Role of Office Administrator:

The Office Administrator primary responsibilities are:

1. Be a welcoming and helpful presence to congregants or visitors to the church office.
2. Refer inquiries about the usage of the facilities of the church to the building owner and facility manager.
3. Open and close the church on Sundays.
4. Answer the phone, direct calls, check and direct emails, and send and receive faxes.
5. Assemble information for, create and print the weekly order of service.
6. Assemble information for, create and publish the monthly church newsletter.
7. Maintain visitor records and prepare and send visitor letters.
8. Maintain the church calendar of events and post the information on the church bulletin board.
9. Maintain attendance statistics.
10. Maintain and update the church Facebook page.
11. Post sermons on the First UU website.
12. Coordinate updates of weekly sermon topics to the corner sign.
13. Work with the Secretary of the Governing Board for preparation of the annual report, including: setting reasonable deadlines for acquiring reports from the committees, typing the information received, editing, formatting, proofreading, copying, and assembling the report.
14. Order and maintain office supplies.
15. Maintain accurate records and files, both digital and paper, as needed for the work of the church.
16. Assist the Minister, Governing Board and committees as needed in their work in serving the church.

17. Maintain the Office Administrator Manual which documents tasks and provides step-by-step instructions for each task (in case of absence).
18. Other duties as directed by the Minister and/or Governing Board.

Skills/Education Requirements:

The Office Administrator shall have excellent knowledge of general business practices and procedures as well as the following characteristics:

1. Strong computer skills, with an emphasis Microsoft Word and Publisher, and the Google suite of applications. PowerChurch software knowledge a plus.
2. Have excellent command of English composition and punctuation.
3. Familiarity with office equipment and materials.
4. Good skills in the area of website and social media components and maintenance.
5. Strong organizational skills.
6. Some college expected; previous experience in the area of office work and administration with respect to the requirements of this position desirable.

Personal Attributes:

The Office Administrator must be a person who possesses:

1. Ability to work discreetly with confidential information.
2. A work ethic that is both positive and team oriented.
3. Ability and willingness to maintain a professional distance from church-related issues.
4. A work manner that is dependable and conscientious with the initiative to plan and complete all required responsibilities with little supervision, in a timely manner, and with the upmost accuracy.
5. Organizational skills to effectively and efficiently carry out the work of this position.

Send an application letter, detailed resume, and names and contact information for three references, to: FirstUUchurchPosition@gmail.com.