**Unitarian Universalist Society of Southern Delaware**

**Paid Staff Job Description – Office Administrator**

Effective September 16, 2022

**Reports to: Minister**

**Directly Supervises: None**

**Status: Part time**

**FLSA: Non-Exempt**

**Overall Job Responsibilities:** The Administrator will work with the Minister, Executive Team members, Finance Officer(s), and other church leaders to provide administrative support for basic congregational functions that will include, among other things, maintaining the church office, calendar, and databases in order to support the needs of an active, growing, and liberal religious congregation.

The time requirements for this position are 22 hours per week annually, with appropriate paid time off.

**Essential Functions:**

* Maintains the church office, including setting up files, supplies, and handling mail, email, phone, and voicemail.
* Inputs and maintains member and other individuals’ data in church databases and creates name tags, directories, runs searches and troubleshooting in the database.
* Maintains online church calendar, including scheduling of space for meetings & events.
* Creates and oversees church service and event registrations.
* Designs and produces the weekly Order of Service.
* Researches and recommends administration-related computer software.
* Collaborates in the creation and tracking of the Administration budget.
* Inputs financial data and generates reports using financial systems and spreadsheets.
* Coordinates archival document storage.
* Sends congregational emails using church database programs.
* Responds to administrative needs of an active, growing congregation.

**Other Responsibilities:**

* Maintains membership with the Association of UU Administrators (AUUA).
* Participates as a member of the relevant and appropriate Church Task Groups, as assigned.
* Meets standards of confidentiality and complies with organizational policies and procedures.
* Performs other duties as assigned.

**Minimum Qualifications:**

• Competent in word processing and spreadsheet applications, database programs, email and web-based interfaces.

• Prefer experience in church settings or comparable non-profits, and minimum knowledge of general office procedures, accurate financial entry and review, and current technologies.

* Compliance with requirements of Safer Congregation Policy prior to employment including a background check
* Must be Covid-vaccinated.

**Physical Requirements:** Ability to move freely in and around Church facilities; use phone, computer, and other office equipment; maintain files.

**Core Competencies**

*This section of core competencies for performance is included in all of our congregation’s job descriptions, with specific competencies correlated with each particular position. They are used in our annual staff evaluation process which also includes goal setting with one’s supervisor at the beginning of each church year.*

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy, passion and commitment to an idea; creates an environment that others want to participate in.

**Interpersonal Skills**: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; keeps confidences; uses diplomacy and tact; is approachable. Adheres to and is trained on the Covenant of Good Relations.

**Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

**Time Management**: Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities and be flexible in response to changing needs and demands.

**Trustworthy**: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn’t operate with hidden agendas; responds to situations with constancy and reliability.

**Verbal & Written Communication**: Is able to communicate and write clearly and succinctly; delivers message in a tone appropriate to the context.

***UUSD, in its hiring practices and all of its activities, strives to foster a climate of purposeful inclusion of all people*** ***without regard to race, color, sex, disability, affectional or sexual orientation, gender identity or expression, age, or national origin, and without requiring adherence to any religious belief or creed.***

Approved: UUSD Board of Trustees, 7/27/2022