

**Office Administrator Job
Description February 1, 2020
Unitarian Universalist Church of Tippecanoe County**

Office Administrator

Responsible for a variety of operations for the administration of church program. Will work with the minister, staff, board, and other committees to manage the functions of the church. This position is supervised by the minister.

Responsibilities may include, but are not limited to, the following:

1. Receptionist

- a. Answers phone and email
- b. Maintains professional and welcoming atmosphere for all who interact with the church office
- c. Manages and troubleshoots problems with the computer and phone system.

2. Manages office procedures, facilities, schedules, and purchasing

- a. Works with Communication Committee, board, and staff to provide timely and accurate information to the congregation.
- b. Coordinates and assists in renting church space and managing tenant relationships
- c. Seeks new opportunities for utilizing church facilities for additional income
- d. Acts as a church liaison in establishing, building and maintaining relationships with vendors, tenants, and the community at large.
- e. Coordinates with appropriate committees, contractors and architects, as needed, to facilitate repairs and safety checks
- f. Assures key church documents are current and accessible to authorized congregants and/or staff
- g. Manages the yearly office budget
- h. Assists in the orientation of new employees and maintains personnel files

3. Prepares and distributes written/printed materials

- a. Responsible for sending all-church communications
- b. Works with chair of Program Council to distribute required materials
- c. Develops and distributes the church newsletter and Lighted Chalice
- d. Works with various committees in developing and distributing outreach materials to the community at large

4. Maintains church membership and mailing lists

- a. Works with Membership and Stewardship chairs to update and maintain current membership roll, attendance statistics and information used for UUA year-end reporting
- b. Prepares and maintains reports, directories and other documents as directed by the board and minister.

Qualifications

Education: high school diploma (college degree preferred), or 1 year or more of office experience

Required Skills:

- Strong computer skills (Microsoft Windows, Word, Excel, Access, PowerPoint, Outlook)

- Strong desktop publishing skills
- Knowledgeable of database creation/management
- Excellent oral and written communication skills

This is a part time position, from 20 to 25 hours/week depending upon skill level of applicant. Salary and benefits commensurate with qualifications.

E-mail a cover letter and resume to Rev. Rosemary Morrison at minister@uuctc.org.