

Live Oak Unitarian Universalist Congregation
ADMINISTRATIVE COORDINATOR
Position Description

Position Summary:

The Administrative Coordinator sees to the efficient day to day administrative operations and management of the office of this liberal religious congregation. The Administrative Coordinator coordinates with staff and volunteers. The Administrative Coordinator reports to the Board of Trustees.

Responsibilities:

- Prepare and send “Acorn” newsletter weekly (electronically and via mail), including Order of Service, coordinating with worship associate and others as appropriate
- Scan and create Power Point of “Message for all Ages” and post to Dropbox, distribute links to AV, minister, worship associate, and reader of “Message.”
- Maintain website: update Upcoming Services and events, post Acorn, post board minutes, update ministry pages as requested, and manage access to “members only” materials
- Maintain and update congregational calendar (online and paper)
- Maintain and update organizational list, email lists, and labels/file folders for board, committees, ministries, teams and other groups, noting chair/primary contact person
- Maintain and update Church Windows database of Members and Visitors/Directory and Member/Other email lists in Constant Contact
- Process Visitor Cards: add to mailing/email lists, make nametags, prepare and send welcome letters, share with religious exploration/membership teams as appropriate
- Prepare and send mailings for new member gatherings and other events as needed
- Receive and respond to phone calls, voicemails, and emails
- Pickup, sort, and distribute mail
- Forward contracts, invoices, and expense reimbursement requests to bookkeeper
- Follow up with check signers and mail checks timely
- Coordinate completion of UUA Congregational Certification annually and update UUA directory (Jan/Feb)
- Prepare Annual Report to congregation, coordinating with board, committee chairs and treasurer/bookkeeper to obtain the required information timely (May)
- Prepare and send Congregational Letter(s) for Congregational Meeting(s)
- Maintain congregational records (corporate/legal/organizational documents, annual filings, bylaws, policies, minutes, insurance policies, etc.)
- As a member of the Coordinating Team, participate in monthly meetings and decisions, and follow up on action items as appropriate
- Attend board meetings, council of chairs, or other meetings as requested
- Manage physical onsite bulletin board to keep it current: post the Acorn weekly and coordinate updates or removal of other items

- Manage office equipment (adding machine, phone/voicemail system, copier/printer/scanner, computer, external hard drive), including maintenance, replacement, file storage/backup, and training of volunteers
- Purchase copying, office supplies, postage, and janitorial (kitchen/bathroom) supplies (if/as needed), confirm receipt, approve invoices, and monitor budget
- Act as liaison with gardener, custodial staff/cleaning service, piano tuner, etc., and coordinate work on campus, communicating with the facilities team as needed
- Manage and track distribution and return of keys to/from staff, cleaners, and renters, and recommend and coordinate re-keying if/when needed
- Manage rentals with oversight from the Coordinating Team: Maintain/update documents (policies, fee schedule, and rental agreements). Provide information and tours. Negotiate fees and scheduling use of facility. Customize contract as needed. Sign and coordinate return of fully executed copy from other party. Collect deposit and rent. Obtain certificate of insurance. Manage distribution and return of keys. Arrange monitor as needed. Check in with renters.
- Act as communication hub for recruiting, interviewing, and hiring activities
- Act as communication hub for member memorial services/weddings/special events with minister and volunteers and create/format order of service, if needed
- Assist with Stewardship/Pledge Drive as requested. Generate list of members and friends. Design/produce and send materials (pledge cards, brochure, and invitation).
- Other duties as may be assigned

Requirements:

- Proficiency with PC, Microsoft Windows, internet browsers, database systems, and general knowledge of cloud based applications, such as Church Windows Membership module, Constant Contact, Dropbox, Microsoft Office 365 (Word, Power Point, Excel), Microsoft Publisher, Virtual Office Systems, Wordpress, WP Engine, and social media (Facebook/Instagram/Twitter)
- Excellent organizational, communication, and interpersonal skills
- Abilities to work independently, use good judgment and critical thinking, manage and prioritize work, and coordinate with others to complete various tasks on time
- An attitude of respect and support for the congregation and its values and activities
- Ability to use social media appropriately to attract visitors

Status/Hours: Part-time, non-exempt, 15 hours/week, may be increased to 20 hours/week eventually. A physical presence with regular onsite office hours is required.

Compensation: \$25/hour

Benefits: \$250 monthly toward medical, dental, life, and/or long-term disability premiums of plans provided through the UUA (<https://www.uua.org/finance/compensation/insurance-plans>) or reimbursement of premiums with proof of payment if participating in another group plan.

Paid Time Off: 60 hours/year (3 weeks at 20 hours/week)

Holidays: New Year's Day, Thanksgiving, the day after Thanksgiving, and Christmas (4 hours/day based on 20 hours/week)

Retirement Plan: Employee contributions are available through payroll deduction; employer contribution of 10% after one-year and 1,000 hours of employment

Professional Development: Support for professional dues, education, and training relevant to the position may be available subject to authorization and approval by the board.