

All Souls Unitarian Universalist Church
Church Office Administrator
Job Description

Status:	Part time, Non-Exempt (25 hrs. per week)
Hours:	Five hours per day, Monday - Friday
Benefits:	Position is not eligible for paid insurance or retirement benefits
Reports to:	Senior Minister
Coordinates with:	All church staff, Church Treasurer, Bookkeeper, Board of Trustees (Board), and team leads
Supervises:	Custodian

JOB SUMMARY

The Church Office Administrator sees to the efficient day to day administrative operations and management of the office of this liberal religious church. The Church Office Administrator works and coordinates with the minister, paid staff, church leaders, and volunteers.

REQUIRED SKILLS

- Self-starter with a positive can-do attitude.
- Able to organize and prioritize use of time. Is an excellent multi-tasker with the ability to bring tasks to completion under time constraints and in an environment where there may be multiple interruptions.
- Good verbal and written skills.
- Positive and affable personality in phone calls and interactions with members of the church and public.
- Experience and comfort in learning and using common technology and equipment – such as computer, copier, multi-line phone, and software – to perform responsibilities.
- Intermediate level knowledge and skill in using Microsoft Office Suite Products including Word, Excel, Outlook and PowerPoint.
- Demonstrated understanding of and ability to use developed database programs to enter data, look up information, and generate reports, as this requires the use of a church database system.
- Ability to delegate, coordinate, and supervise the efforts of others.
- Good critical thinking and creative problem solving skills. Can work independently but is comfortable checking in or asking for direction when needed.
- Able to identify with a liberal church of diverse theologies, its congregation and clientele.

RESPONSIBILITIES

Basic Administrative/Management:

- Coordinate with the ministers regarding the appropriateness/priority of requests from church leaders for use of time.
- Meet with the ministers at least weekly to discuss priorities and related business.
- Establish and implement clear guidelines for office management. The guidelines must be clear and sufficiently detailed that a volunteer can work effectively in the administrator's absence.
- Work with internal and external church office volunteers, through delegation and coordination, to enhance office productivity, ensure confidentiality where needed, encourage involvement, and build community.
- Answer telephone cordially, take phone messages accurately, and respond to voicemail in a timely manner.
- Answer questions about church programs and refer callers, emails, and visitors appropriately when necessary.
- Enter visitor and member information into the church database, and maintain accurate ASUUC e-letter and UU World distribution lists.
- Conduct business in a friendly and professional manner.
- Open, date (as appropriate), and distribute church mail.
- Effectively handle routine administrative tasks.
- Order office, Religious Exploration and custodial supplies, and pick supplies up from store locations as needed.
- Prepare outgoing mail (including checks signed by the Treasurer).
- Assist ministers and other staff with office tasks as needed.
- Prepare print and electronic materials for Sunday services. This requires coordinating with the minister, guest speakers/musicians, staff, and church members on information related to the weekly church services, programs and announcements.
- Post regular church office hours, including holiday schedule and notices of street closures visible to the public (e.g., church door, website).
- Maintain personnel records – assemble new hire forms, set up payroll information, etc.
- Manage the phone system.
- Maintain a current church office computer backup, and keep the backup offsite in a secure location.

Financial:

- Support the bookkeeping and accounting system, by organizing invoices and vouchers for accounts payable processing; by organizing pledge payments, donations, Sunday

collections, event proceeds, and other receipts for deposit; and filing paper accounting records.

- Ensure timely payment and reporting for insurance policies.
- Help with documentation for the annual audit.
- Liaison with the Bookkeeper and Treasurer to ensure tasks are timely and complete.
- Assist the Treasurer, as needed, in compiling information for monthly Treasurer's reports, congregational reports, year-end reports, and overall financial management.
- Work closely with the Stewardship team to manage information during the annual canvass, by acting as the receiving point for all pledges, entering pledge information into the church database, and disseminating information to the appropriate people.
- Collaborate with the Auction team to ensure the accurate and timely accounting of auction donations, sales and receipts.
- Manage the church's Square, PayPal, and other point-of-sale accounts.

Facilities:

- Keep track of Security and building access codes and keys, and monitor building security during office hours.
- Provide administrative oversight for event coordination, and work with the events team and volunteers to ensure successful outcome of rentals and building use. This includes handling building use inquiries, facilitating applications for building use, and approving (per established guidelines) requests for building use.
- Supervise the Custodian, including annual evaluations and weekly oversight.
- Manage the church's parking agreements with Colorado College and other neighbors.
- Triage Building and Grounds (B&G) issues for resolution.
- Provide onsite contact for vendors and contractors for service/repair/work days.

Database and Records Management:

- Maintain the church database and update, at least weekly, changes in church membership.
- Prepare regular reports from the church database as requested by the Board and ministers.
- Maintain church communication mailing lists (e.g., Constant Contact).
- Handle data and records in a manner that protects the confidentiality of church information and that of its staff, church leaders and members.

Governance Support:

- Maintain a list of current Board members and team leads, with contact and succession information, in the office.
- Maintain copies of Board meeting minutes and agenda and meeting minutes for congregational meeting.

- Manage reporting to government entities, including Colorado Secretary of State, Colorado Department of Health and Environment, State of Colorado Department of Local Affairs, and others as needed at all governmental levels.
- Compile financial and membership data for the annual UUA certification report, and ensure its timely submission
- Compile, format, produce, and distribute congregational meeting packets in all formats required by the Bylaws.
- Assemble lists of members during year, for reporting to MDD and UUA and for congregational meetings.

Membership Support:

- Coordinate with teams, volunteers and congregants, maintaining healthy relationships with all.
- Inform the Caring Team of potential congregant needs, as appropriate.
- Print name badges for the Visitors Table and Membership Team.
- Order Visitors Table and Membership literature as requested.

Miscellaneous:

- Monitor and post the official church calendar onsite and on the church website.
- Handle general correspondence as needed.
- Interact as needed with the homeless and the CSPD Homeless Team.
- Manage Doorstep Ministry.
- Report criminal activities to CSPD and fire emergencies to CSFD.

TO APPLY

To apply, forward a resume with a cover letter explaining your interest and how you are a good fit for our congregation and the position to jobs@asuuc.net. Visit our website at www.asuuc.net
We invite you to visit our church for services on Sundays at 10:30 am at 730 N. Tejon St., Colorado Springs CO 80903.

All Souls Unitarian Universalist Church is an Equal Employment Opportunity employer. Employment with All Souls is at-will per Colorado's adherence to the legal doctrine of "employment-at-will".

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