



The Unitarian Society

A Unitarian Universalist Congregation

Job Description for Administrator (short)

Schedule: 30-34 hours/week, schedule includes on-site with potential for some remote work; for 34-hour version of position: four hours on-site most Sunday mornings;

Rate: \$22 - \$25 per hour, commensurate with experience and inclusion of Sunday tech tasks; paid sick and vacation leave, as well as pension contributions. Tuition discount for enrollment in our Montessori preschool.

Reports to: Head of Staff/Minister.

Requirements: must successfully pass a background check and have no disqualifying offenses; must keep vaccination status up-to-date as per the CDC and TUS policy

Position Summary: The Administrator provides administrative support and coordination for programs and operations of the Congregation and our preschool. In addition, oversight of the building facilities and administrative support to financial operations (payroll, bookkeeping) are critical components of the job. The Administrator is a vital hub for communication both internally within our congregation and externally with visitors and vendors.

The Administrator works closely with the Minister, other TUS staff, the Director of the School, the Treasurer, the Board President and chairs of the committees and teams, especially Membership (database management).

This position is 30 hours with the possibility (preference) of being 34 hours per week with the inclusion of Sunday tech tasks (as detailed below). At least 2/3 of the job is to be completed on-site; a portion of the job can be negotiated as remote work.

Responsibilities/Tasks

- Communications & In-Reach
- Building/Facilities Management: Use & Maintenance
- Finances
- Office Administration
- Worship/Sunday Services

- Support to Other Staff
- Preferred: Sunday Tech Tasks (additional 3-4 hours on-site most Sundays)

Minimum Qualifications

- Ability to work independently and with a team
- Accuracy and an eye for detail is very important
- Excellent problem-solving skills
- Proven skills with Microsoft Word, Excel, e-mail, image editing (Canva), and maintaining databases
- Experience with office equipment, procedures, and systems
- Experience with Facebook, GoogleDocs/Drive/Accounts, a CMS system, a marketing platform, and QuickBooks is preferred; can be learned on the job
- PREFERRED: Experience with audio visual systems; can be learned on the job

The Unitarian Society (TUS) is committed to equal employment opportunity for all individuals, in compliance with all federal, state and local laws and without regard to race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability or any other protected classification.