

**Unitarian Universalist Society of Oneonta  
Office Administrator**

<b>Reports to:</b>	Minister
<b>Status:</b>	15 hours per week, additional flex hours up to 20 per year
<b>FLSA:</b>	Non-Exempt
<b>Salary:</b>	Based on experience
<b>Benefits:</b>	60 hours paid time off per year
<b>Effective:</b>	September 28, 2022

**Job Summary**

The Office Administrator manages all facilities and office procedures, equipment, and internal and external communications. The Office Administrator tracks membership data. The Office Administrator completes additional administrative requests, as directed by the Minister, in consultation with the Treasurer, UUSO staff, and leadership.

**Essential Functions**

**Office Administration**

- Provide friendly, helpful, regular presence onsite in the church office or easily accessible through video meetings, email, and/or phone. Assist congregants during office hours.
- Coordinate building use, access, and rentals. Schedule and maintain online congregational calendar and Zoom meetings.
- Read, sort, process, distribute, and answer all electronic and physical correspondence. Answer phones, monitor voicemail, and route messages.
- Complete Order of Service for Sunday morning worship. Ensure marquee and bulletin boards are up to date.
- Maintain paper and digital copies of congregational internal-use forms.
- Manage all stock of office supplies and servicing of office equipment.
- Control building keys and files.
- Assist the Treasurer and Personnel Committee with basic Human Resources tasks, including filing personnel paperwork and contacting agencies and UUA as needed.
- Prepare and maintain office budget, in consultation with the Minister.
- Other duties as requested by the Minister.

**Communications and Social Media**

- Compile, edit, and distribute regular newsletter, congregational mailings, and annual reports.
- Update website, including announcements, worship and program schedules, other regular maintenance, and needed edits. Communicate with website provider about design adjustments.
- Maintain accurate list of usernames, passwords, and UUSO email addresses.
- Create social media, paper flyers, and posters to advertise congregational events and worship.
- Manage and update congregational online presence and social media.
- Coordinate submissions to local media.

### **Membership/Welcoming/Connections**

- Update and maintain membership databases and contact information within the congregation and UUA. Complete annual membership reaffirmation. Report annual membership information to UUA.
- Support the annual meeting of the congregation.
- Produce and distribute congregational directory.
- Track new visitors in database. Add to lists and groups/social media.
- Correspond with new visitors, as needed.
- Order brochures and stock welcome table, as requested.

### **Other Responsibilities**

- Participate in supervisory, core, and general staff meetings. Attend Board meetings as requested by Minister.
- Arrange for appropriate coverage for leave time. Recruit volunteer assistance, as needed.
- Uphold the UUSO staff covenant.
- Maintain and promote appropriate professional boundaries and right relations with Minister, staff, and congregants.
- Represent UUSO during scheduled hours. Remain alert to personal behavior and choices and how these may impact UUSO's reputation in the wider community.
- Maintain membership in Association of Unitarian Universalist Administrators by attending meetings, conferences, and/or workshops and reviewing regular correspondence.
- Completes AUUA recommended study, as possible.
- Attends cluster, regional, national UUA assemblies and gatherings, meetings, as possible.
- Rely upon AUUA Good Officers for discussing issues or concerns related to supervisor, staff, and congregants.

### **Minimum Qualifications**

- Minimum three years of office administration or comparable experience.
- Communication skills for interpersonal, community-based, and internet presentation.
- Proficiency in or ability to learn and use office software, including, but not limited to Microsoft office, Realm database, Quickbooks, Adobe, Wordpress, and Google Drive and documents.
- Basic understanding of or willing to learn photo editing, graphic design, etc. software and applications.

### **Physical Requirements**

- Able to use a computer, printer, and other office equipment to support the role.
- Able to lift 30 lbs. to move items around facilities. Or able to recruit/delegate to volunteers.
- Able to move freely in and out of different settings: church buildings and businesses; navigate stairs
- Willing to speak or learn to speak in a semi-public forum such as committee meetings.

## Core Competencies

**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.

**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.

**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; uses diplomacy and tact; is approachable; avoids communication triangles.

**Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

**Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others; will search out answers to challenges.

**Integrity and Trust:** 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.

**Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence during turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

**Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.

**Helping Orientation:** Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.