OFFICE MANAGER

Unitarian Universalist Fellowship of Santa Cruz County, California

The Unitarian Universalist Fellowship is an inclusive, liberal religious congregation of approximately 110 members and friends located at our beautiful campus on Freedom Blvd in Aptos.

Job Type: Non-exempt part-time, 25 hours/week Monday through Friday.

Pay and Benefits: $23 to $26/hour based on experience.

Paid time off (vacation, holidays, sick days and emergency/personal, approximately 24 days per year).

After one year of service: option to participate in UUA retirement plan.

Reports to: Board President

Work Schedule: Regular office hours, with schedule to be determined in agreement with the Board President.

Position Summary

The Office Manager serves at the communication hub for day-to-day operations, responsible for a broad variety of functions to ensure the smooth running of the Fellowship with minimal supervision. Major areas of responsibility include congregational communications, website maintenance, office administration, financial management and reporting, database management and record-keeping, and facility operations including rentals.

Primary Responsibilities

<u>Office Administration and Personnel</u>

- As the on-site welcoming point of contact for the Fellowship, oversee general office administration.
- Manage email, mail and phone messages, maintain UUF calendar, schedule meetings, keep files and records, maintain equipment and supplies, prepare correspondence as needed.
- Maintain HR records including contracts, background checks and general employment information. Prepare payroll every two weeks.
- Provide administrative and clerical support for the Board President, Board of Trustees and volunteer leadership as needed.

Financial and Data Management

- Financial data management using our OneChurch system.
- Manage invoicing and payments.
- Maintain and update congregational member records on the OneChurch system.

Facilities Maintenance and Usage

- Liaison with Facilities Manager and provide administrative support to maintain the Fellowship campus.
- Coordinate facility cleaning and maintenance, hire outside vendors and service-providers.
- Administer church rental policies and guidelines. First line of contact for space use inquiries.

Communications and Tech Support

- Support staff and lay leaders in formatting and production of print and electronic communications, including production of weekly electronic newsletter.
- Provide support to maintain and update UUF website content and social media accounts, coordinate with web maintenance service as needed.
- Learn OneChurch system and provide first level support for user database enquiries.

Core Competencies

- 5- years minimum experience in general office management. Experience in not-for-profit a plus.
- Excellent written and oral communication skills. Skills in graphic design and editing a plus.
- Dependability, flexibility, good judgment, and ability to learn.
- Ability to work with minimal supervision: self-starter with demonstrated skills in problem-solving and managing multiple priorities while maintaining attention to detail.
- Experience using online financial systems and basic understanding of financial principles and reporting.
- Good interpersonal skills. Friendly, hospitable and helpful presence by phone or in person.
- Computer skills: knowledge of desktop computer operation and basic office-related applications including database and website content management.
- Basic troubleshooting skills with office machines and computer issues.

- Ability to maintain confidentiality.

Application

Applications will be screened on a rolling basis and you will be notified if the hiring committee wishes to set up an interview. The position will remain open until filled. Starting in mid-May 2023. Please send resume to personnel@uufscc.org