

# STARR KING UNITARIAN UNIVERSALIST CHURCH

## Office Administrator Job Description

**Reports to:** Minister

**Directly Supervises:** N/A

**Status:** Part Time ~10 hr/week

**Starting Hourly Rate Range:** **\$20.50 to \$22.75**

**FSLA:** Non-exempt

**Effective:** February 21, 2022

**Email cover letter and resume to:** [skuuc-personnel@googlegroups.com](mailto:skuuc-personnel@googlegroups.com)

### Job Summary

The office administrator will manage and support day-to-day business operations of Starr King Unitarian Universalist Church, with strong tech and communications skills.

### Essential Functions

- General office duties:
  - Organize church office support activities, including receptionist duties, copying and scanning, distributing mail.
  - Manage office / janitorial supplies; assist planning / coordinating special events; assist preparation of printed materials / assist with membership record keeping.
  - Promote and facilitate communication with church membership and provide administrative assistance to other staff, including identification of administrative problems and alternatives for action.
- Support all online activities
  - website maintenance, social media presence, google doc archives, event promotion (internal and external), YELP and Google Local Business, church membership records and directory, online account management, church-wide emails, annual report. Design online communications that are inviting and engaging and that support and promote the church's mission, vision, and goals.
- Provide Zoom tech support:
  - Sunday services hosting, video trimming, uploading recorded services. This job provides one Sunday off each month.

## Minimum Qualifications

- Two years administrative / office experience, preferably in a church setting (or equivalent experience).
- Proficiency with Google Workspace (Drive, Docs, Sheets, Slides, Forms).
- Reliability and attention to detail.
- Ability to investigate and learn online tools quickly and competently. Online tools include Facebook, Instagram, Constant Contact. Zoom mastery will include security settings, spotlighting and muting, and sharing of video and audio files. Wordpress mastery will include backend, plugin maintenance and editing of pages and posts.
- Sound judgment about what is appropriate to post in public.
- Ability to write announcements and posts that are clear and appealing.

## Physical Requirements

- Be able to lift 25 pounds

## Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and covenant of Starr King UU Church. Can explain those values to others.
- **Commitment to Professionalism:** Represents Starr King UU Church in a professional manner when interacting with the community at large, staff and members of the church through telephone communication, e-mail exchanges, correspondence, face to face meetings, zoom meetings, and other means of communication.
  - Serve the community at large, staff, and members with fidelity, honesty and impartiality. using sound judgment and honoring the best interests of the community.
  - In all professional relationships, treat others with respect, civility, and without discrimination.
  - Abstain from behavior that will cause harm to the reputation of the Church, staff, members and the UUA.
  - Maintain the confidentiality of information acquired through professional practice that is designated or generally recognized as non-public, confidential or privileged.

- Avoid situations that create actual, potential or perceived conflicts between personal and professional interests, and if a potential conflict of interest arises disclose all applicable facts to potentially affected parties.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through lay and leadership situations effectively and quietly; anticipates where organizational barriers are and plans approach accordingly.
- **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.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities.