

Position Description
Congregational Administrator
The Unitarian Church of Westport

Position Title: Congregational Administrator

Reports to: Senior Minister

Purpose of the Position: To provide support services as they relate to calendaring, scheduling, database management, printed materials production, and office supplies management. This position is also the focal point of visitors to the facility. In addition, a variety of administrative duties that support the smooth operation of programs and activities are performed. This position is also responsible for the management of upkeep and maintenance of the building and grounds, including interfacing with contractors. The facility includes the main building with sanctuary, the Meeting House and grounds, including the parking lot and memorial garden. The position is hourly with an average of 30 hours per week. Salary commensurate with experience. Email cover letter and resume to revjohn@uuwestport.org

Job Requirements:

- Able to communicate professionally and pleasantly both in written and verbal form with visitors, callers and contractors using tact and discretion
- A people-oriented person with experience in customer service
- 8 years' work experience in equivalent function preferably in a smaller organization and an Associate's degree
- Adept at Microsoft Office suite, various Google and cloud-based products, ZOOM, and experienced with databases. Proficient in MS Word, Excel and Powerpoint, and is comfortable on social media sites including Facebook, Instagram, Twitter
- Demonstrated ability to organize, to plan ahead, as well as to solve problems and balance competing needs.
- Self-driven, plans own time and completes tasks with minimal supervision

Duties and responsibilities:

- Scheduling and planning of activities in church facilities for internal uses, ZOOM events, facility renters (congregant and outsider), including:
 - Update in a timely manner the church GOOGLE calendar
 - Manage the setup needs for church groups and renters, while also ensuring the commitment made to renters/groups is feasible.
 - Sell and negotiate renter agreements based on standard pricing sheet, ensuring minimal timing conflicts with church uses and the right balance between outsider rental and congregant activities; finalize contracts as needed, collect COIs and monitor payments.
 - Plan for renters' access and total space needs including kitchen/catering; monitoring their use of the space by gathering input from others or direct observation.
 - Inform users of relevant facility policy and monitoring compliance.
 - Support ministers and families in memorial service planning.
- Administrative activities and printed materials production, including:
 - Provide front desk customer service to members, visitors, vendors and contractors and responds to external church enquiries
 - Provide instructions to the contracted cleaning crew to ensure week-to-week cleaning needs are met.
 - Act as coordination point for material storage issues and lead re-organization efforts.

- Coordinate, finalize, print and fold weekly Order of Service
 - Handle on own or with office volunteers the:
 - Printing and mailing of weekly newsletters
 - Printing and mailing of letters/cards to congregation such as acknowledgement or solicitation letters, congregant directories, etc.
 - Compile and produce documents and e-notifications, such as Annual Report, event programs/fliers, Constant Contact communications, etc.
 - Keep committee and staff listings up-to-date and circulated to those who need the information, working directly with the Leadership Development Team Lead
 - Keep congregant database, *Realm*, up-to-date (i.e. new congregants, address changes, deceased, etc.) working directly with the Membership Team Lead
 - Oversee pledge management and ensure quality of pledge data as provided by Annual Canvassing; together with accounting staff, handle members' queries regarding pledging
 - Order church supplies, including office supplies, selected food and beverages, kitchen and bathroom consumables, and handling deliveries
 - Insure Sunday flowers are scheduled and funded
 - Assist Memorial Garden Committee in their administrative needs
 - Assist members and staff with equipment for their copying/printing and phone and ZOOM conference handling needs; trouble shoot copier and phones when problems occur.
 - Sort incoming mail and ensure outgoing mail is put out
 - Curate news and announcements for our weekly newsletters and work with volunteers to publish the newsletter on time
 - Co-ordinate with other staff and send out press releases to appropriate news outlets on upcoming events at the church
- Buildings & Grounds management duties including:
 - Arranging external facility contractors following procedures for vendor contract approval, including interfacing with relevant committees and project teams and reviewing vendor/supplier contracts
 - Ensuring that all safety, sanitary, lighting, security and other systems are properly maintained; prepare for all safety inspections
 - Maintain adequate supply of cleaning & maintenance staff and materials Communications for the congregation
 - Update Social Media, Instagram and Facebook
 - Set up Constant Contact for the weekly Minister's Messages, Orders of Service, and other Messages that go out from the Minister, the staff, or on behalf of the Secretary of the Board. Subject to approval by the author or appointed reviewer, send them out to the congregation.
 - Add in newcomers to the Constant Contact address lists, in addition to REALM.
 - Prepare weekly "green sheet" calendars for the next two weeks and have them ready for Sundays.

Other support:

- Create new nametags for newcomers and "old timers" who have lost them on a weekly basis.
- Ensure brochures/yellow cards for new members on the tables in the lobby are stocked, with accompanying writing utensils, on a weekly basis.
- Update bulletin board with timely posts in collaboration with appointed reviewer.
- (possibly) Administer doodle polls for regular team meetings of critical groups
- Be available for other 'traditional' secretarial tasks as needed.

