

THE UNITARIAN UNIVERSALIST FELLOWSHIP
of HUNTINGTON



Reverend Paul Ratzlaff, *Minister*
Carolyn Freud, *Director of Religious Education*

Reverend Will Feinberg, *Affiliated Community Minister*
Richard J. Hyman, *Music Director*

March 24, 2010

Immediate Opening:
OFFICE ADMINISTRATOR, part-time
(Huntington, NY)

The Unitarian Universalist Fellowship of Huntington, a religious congregation of 255 members with an annual budget of over \$400,000 has an immediate opening for an Office Administrator.

Description: The UUFH Office Administrator is responsible for supervising, and performing as necessary, a broad variety of administrative functions associated with the operation of the business office for this vibrant, medium-sized congregation on Long Island's North Shore. The Office Administrator operates under the direction of the UUFH Board of Trustees and the direct supervision of the UUFH Minister, but functions on a day-to-day basis with minimal guidance, making independent and informed decisions with regard to Fellowship needs and working in conjunction with a team of knowledgeable and dedicated office volunteers. Specific duties include, but are not limited to, the following:

- *Office Administration*
 - Monitoring building reception activities including greeting visitors, answering phone, and maintaining and updating entry bulletin board and foyer information table
 - Overseeing general office clerical duties and ensuring that duties such as preparing documents, following up on "tickle lists", and distributing mail are performed
 - Overseeing the use and maintenance of the church database as well as setting up and maintaining office files, electronic records and database
 - Providing administrative support to professional staff, Board & committees as needed
 - Developing and maintaining various manuals (i.e. Office Procedures Manual, Policy and Procedures Manual) and key records (i.e. position descriptions catalog)
 - Maintaining office supplies and mailing supplies inventories with an eye for thrift and environmental responsibility
 - Identifying and troubleshooting potential administrative problems with Board and Minister

- *Communications*
 - Responding promptly and engagingly to mail and phone inquiries, providing public relations information as needed, and keeping inventory of New Member packets and public relations materials
 - Helping to prepare critical print and electronic communications tools such as the "Beacon" biweekly newsletter, congregational email messages, Sunday Orders of Service, the Adult RE Sourcebook, the annual membership directory, special materials, and general UUFH correspondence
 - Overseeing informative and appealing website content and coordinating website maintenance with the IT committee, website developer and volunteer staff
 - Liaising with and supporting various internal committees (i.e. Stewardship, Castle Care, Building Use) and external entities (i.e. Metro District, UUA)
 - Maintaining the UUFH activities calendar and "Community News" bulletin board

- *Financial*
 - Overseeing bookkeeper activities and liaising with the Finance Committee concerning financial records and contractor billings
 - Overseeing renewals of property, liability and related insurance policies
 - Managing administrative and plant budgets
 - Ensuring weekly bank deposits
- *Personnel*
 - Providing leadership, supervision and support to office staff, including coordination and scheduling of volunteers
 - In coordination with the Personnel and Finance committees, administering staff benefits and liaising with the UUA and insurers as necessary
 - Supervising other employees, as may be required, and monitoring vendors
- *Facilities and Rentals*
 - *Maintenance:*
 - Overseeing all building and plant business and maintenance activities
 - Supervising the operation, repair & maintenance of office equipment, phone and computer systems, A/V equipment and piano, and overseeing cleaning staff
 - Programming building thermostat for scheduled events and regular building use; monitoring building key dispersal and returns
 - Maintaining a general knowledge of state and local regulations relating to all aspects of building use
 - *Building Rentals*
 - Maintaining external building use calendar and scheduling all events and activities in coordination with internal use calendar
 - Overseeing all rental activities, including correspondence, negotiations, fee structures, and billing, and arranging for set-up and clean-up for each event
 - *Tenants*
 - In conjunction with Finance Committee, overseeing tenant relationships including lease setups, contract details, rental fee structure, payments, and maintenance

Qualifications: Candidates should be conscientious and collegial, with excellent interpersonal skills; self-motivated and willing to take initiative; extremely well-organized and detail-oriented; and able to function under pressure, handle numerous tasks simultaneously, prioritize with minimal supervision, and work independently as well as a member of a team. The Office Administrator is often the first point of contact for callers new to Unitarian Universalism and must be able to provide information in an informed and engaging manner. Solid office/administration experience, demonstrated organizational skills, and excellent computer literacy (including Microsoft Office) required.

Hours: The Office Administrator will work a total of 27.5 hours each 5-day week, from 9am-3pm or 9:30am-3:30pm, with a half hour unpaid lunch.

Salary and Benefits: Salary range is \$21,450 to \$24,310, depending on experience. Generous benefits package includes access to group health insurance, flex plan, pension, disability, life insurance, and time off including paid vacation, sick days and holidays.

APPLY IMMEDIATELY (no calls, please) by sending a letter of interest, resume, and contact details for at least two references to uufhjobs@gmail.com.

UUFH is an equal opportunity employer.