

August 17, 2011

Immediate Opening:

**Office Administrator, part-time, 30 hours/week
(Huntington, NY)**

The Unitarian Universalist Fellowship of Huntington, a religious congregation of 250 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*
 - Perform general office duties
 - Act as UUFH representative by greeting visitors, answering phones, responding to mail and e-mail, and providing public relations information

- *Communications*
 - Ensure the timely publication of all print and electronic communications
 - Coordinate website maintenance with relevant committees and website developer
 - Maintain membership database
 - Maintain foyer display and Community News bulletin board

- *Personnel Support*
 - Provide direction, supervision, scheduling and support to office volunteers
 - Provide administrative support to the professional staff and UUFH Board of Trustees.

- *Facilities*
 - Inspect building daily and report items of concern to appropriate parties
 - Manage consumable building supplies
 - Schedule building maintenance activities in coordination with Building Maintenance Committee
 - Liaise with custodial staff, contractors, carting service, etc.
 - Under the direction of the Building Use Committee, execute rentals including negotiations, contracts, fees, etc.

- *Financial Support*
 - Monitor billing for service contractors and interface with bookkeeper
 - Monitor renewals of property, liability and related insurance policies.

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 30 hours, with a half hour unpaid lunch.

Salary and Benefits: Salary range \$24,000 to \$28,000 depending on experience. Generous benefits package.

APPLY IMMEDIATELY (no calls, please) by sending a letter of interest, resume, and contact details for at least two references to uufhjobs@gmail.com. Application deadline is August 31, 2011.

UUFH is an equal opportunity employer.