

Northlake Unitarian Universalist Church
northlakeuu.org
Church Administrator Job Description

Job Description:

Northlake Unitarian Universalist Church in Kirkland, Washington is looking for a part-time Church Office Administrator. The Church Office Administrator will provide a variety of clerical and ministry support services, organizing the activities and functions of the church. This position will report to the minister and is responsible to the Board of Trustees.

Duties:

- Regularly meets with Minister, Director of Religious Education (DRE) and other staff, committee chairs, and volunteers to review calendar, to problem solve and promote good communication.
- In consultation with the Minister, Public Relations Committee, newsletter editor, and church webmaster, oversees internal and external communication of programs and activities of the church through all media. Performs or supervises volunteers in mailings as required from staff, newsletter editor, and committees. Organizes and oversees church files and records, including guiding documents published on the church website.
- Maintains and controls content of all church bulletin boards.
- In consultation with appropriate staff and committees, arranges for purchase, use and maintenance of office supplies, machines, computers, and office furniture. Prepares and oversees budget for office supplies, equipment repair and office equipment reserve.
- Maintains the outgoing voicemail message; checks voicemail and email messages daily and takes appropriate action.
- Creates a welcoming environment with all contacts made (phone, email, in-person) with the public and church members and friends.
- Makes bank deposits as required and keeps proper records.
- Works with Minister, Rental Coordinator, committee members, tenants and outside groups to assign church space and equipment for regular and special needs. Processes rental deposits and payments; maintains rental records. Maintains the official paper and website calendars showing all assigned church space usage for church committees, tenants, and special events. Ensures that policies, procedures and custodial coverage are provided for all church and outside group activities.
- Working with Building and Grounds Committee Chair, maintains a seasonal calendar of property and building care and assists in long-range planning and budgeting for maintenance and equipment. Maintains a master calendar of church activities and building usage, and schedules events for both church and outside groups. Walks through the common areas (foyer, Adams Hall, conference room, hallways) daily to inspect for damage or cleanliness issues. Performs minor cleanup of the common areas as needed; notifies Building and Grounds Committee and/or Rental Coordinator of issues as appropriate.
- Monitors storage areas and notifies appropriate responsible persons when action needed.
- Supervises security of the building and outside cleaning crews.

- Attends staff meetings.
- Acts as office liaison to Canvass Committee, attends meetings, and supervises preparation of reports, data entry, and other items required by the committee.
- Working with the Membership Committee, helps to implement and improve processes to welcome and assimilate new members and friends.
- Creates name tags as needed weekly for distribution at the Sunday service.
- Supervises maintenance of membership records, attendance records and databases. Responsible for providing current membership information and voting eligibility to Membership Committee, Finance/Canvass Committee, and Board of Trustees.
- Maintains adequate supply of pamphlets and other publicity material.
- Working with the Minister and Worship Committee, creates and makes copies of the order of service and other worship materials as needed.
- Changes the outside reader board weekly.

Qualifications:

- Punctual, reliable, professional, and detail oriented
- Understands office organization and operations
- Communicates clearly in English using good grammar, spelling and vocabulary skills
- Maintains confidentiality and utilized discretion
- Enthusiastic, independent, and follows direction without direct ongoing supervision

Education:

Adequate education or equivalent training to manage office affairs, supervise personnel, direct facility maintenance activities and oversee areas of communication and public relations.

Hardware Skills:

Computers, office phones, copier, scanner, fax, etc.

Software Skills:

MS Windows, MS Word, MS Excel, MS PowerPoint, MS Publisher, MS Outlook, Mozilla Firefox/MS Internet Explorer, etc.

Employment Details:

Hours: 10:00 to 2:00, Monday through Friday

Compensation: \$9.50-\$14.00 per hour depending on experience

2 weeks paid vacation

40% paid health insurance

Submit Resumes and Cover Letters to:

Northlake UU Church
308 Fourth Ave. South
Kirkland, WA 98033

Or email to the Personnel Committee at:

hr@northlakeuu.org