

**JAMES REEB UNITARIAN UNIVERSALIST CONGREGATION**  
**JOB DESCRIPTION – OFFICE ADMINISTRATOR**

**Objectives of the Position**

The Office Administrator is responsible for the administrative operations of the James Reeb Unitarian Universalist Congregation (JRUUC).

**Primary Responsibilities**

*Ongoing*

- Maintain communications: check and reply to emails, answer phone and respond to messages, open/sort incoming mail and prepare outgoing mail, forward requests for publications to appropriate channels
- Maintain a scheduled office presence and regular hours of availability for congregational communications
- Prepare and distribute written/electronic materials, including a monthly e-newsletter, a weekly announcements email, and slides for Sunday worship services
- Manage building use, including rental agreements and scheduling, online building use calendar, communications with Building Stewardship Committee, and keys
- Keep information up to date in Breeze database
  - Member and friend records
  - Contribution information
  - Prepare pledge and giving reports
- Prepare and send pledge acknowledgements for all donors any time pledges are received or updated
- Assist accountant, staff, and lay leaders in managing pledges and budgets, including communicating pledge/giving updates to members
- Bookkeeping duties:
  - Enter all online and physical donations/payments in Breeze
  - Prepare and make bank deposits
  - Pay all bills and enter into Quickbooks
  - Tabulate Share the Plate totals and make payments
  - Allocate expenses on credit card statements to appropriate expense accounts
- Assist staff with payroll access (iSolved) requests as needed
- Run background checks upon request
- Operate office equipment and maintain office supplies
- Maintain cleaning supplies
- Work with service providers and lay leaders when needed for building/equipment maintenance
- Coordinate with congregational volunteers
- Attend two weekly 15-minute meetings: a staff meeting and a supervisory check-in

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**Primary Responsibilities (continued)**

*Annual*

- Prepare and send tax donation statements for all donors in January
- Assist in preparation of congregational budget in January-April
- Prepare and send pledge summaries for all donors in February
- Attend to UUA/MidAmerica communications/paperwork

*Professional Development*

- Operate within the context of the Association of UU Administrators (AUUA) Code of Professional Practice
- Participate in training and professional development opportunities through AUUA and other organizations, as available

**Accountability**

The Office Administrator is supervised by the Minister. *A background check is required.*

**Core Competencies**

*The Office Administrator will demonstrate or develop:*

- Skill in business administration, including Google Suite applications
- Ability to work well with a team in a Cloud-based environment
- Ability to work well with volunteers
- Skill with Breeze and Canva
- Strong organizational skills and the ability to be a self-directed worker
- Strong written and verbal communication skills
- Comfort and effectiveness in an environment that requires frequent shift in focus
- Excellent attention to detail
- An understanding of our congregation's mission, structure, and policies; an understanding of Unitarian Universalism

**Compensation**

\$10,608 annually, for an average of 12 hours per week at \$17.00 per hour, plus professional development funds of \$212.16 (2% of salary).