

## Job Description: Office Administrator

### About this position:

The Office Administrator has an important job at First Parish of Sudbury, as the primary contact person, and responsible for broad oversight of our facilities, internal communications, and a variety of administrative duties. If you are a self-starter with strong organizational skills, have a sense of humor, and will enjoy working with a diverse group of church leaders, volunteers, and the public, we would like to interview you. Some aspects of the position may be negotiable, but regular office hours Monday thru Friday, from mid-August to mid-June, 20 hours per week, are required. One day per week, usually Wednesdays) during summer. Some overlap with Bookkeeping position may be negotiable should you have those skills. First Parish is looking for an energetic person with confidence and a desire to support a community of people striving to make the world a better place.

### About Us:

The First Parish of Sudbury Unitarian Universalist is a diverse and welcoming community of spiritual and non-spiritual seekers. We strive to learn together and support one another as we celebrate life's important moments and serve the larger community. Our Sunday motto is, "We arrive with different identities and beliefs, but we gather as one." For more information about Unitarian Universalism check out our website at [www.FPSudbury.org](http://www.FPSudbury.org) and our denominational website at [www.uua.org](http://www.uua.org)

The First Parish of Sudbury has three sustaining goals for the next five years. This position contributes to supporting all of them.

1. Expanding the size of the congregation 5% to 10% a year by attracting diverse individuals from the greater Sudbury region to join us in a vigorous and proactive search for spiritual and personal growth, social justice and community service.
2. Continuing to enhance the aesthetic, historic, and functional value of our centrally located meeting house in Sudbury so it is a gathering place that reflects the energy, commitment and spirit of our members and the larger community.
3. Securing the long-term financial sustainability of The First Parish of Sudbury.

The Office Administrator will support these strategies by ensuring the smooth and efficient functioning of parish operations, administrative systems and building rentals while presenting the face of FPS to vendors and tenants and serving as a key contact person for members and friends of the congregation.

If you are interested in the career of Office Administrator at The First Parish of Sudbury please contact us at the following email address: [office@FPSudbury.org](mailto:office@FPSudbury.org)

## **Responsibilities**

### **Administrative**

- Responsible for all administrative services of the church, including responding to phone calls, and email; forwarding visitor correspondence to the Community and Hospitality Committee (CHC) and the Marketing staff.
- Ensuring adequate materials and supplies are available; maintaining office equipment and managing equipment leases; handling internal church correspondence and other documents.
- Working with the minister to prioritize competing needs, as well as specific knowledge of day-to-day details.
- Provide administrative support to minister in all aspects of Minister's role (i.e. scheduling, editing, and communications).
- Provide administrative assistance to Director of Religious Exploration, Minister of Music, Marketing staff, Chair of Board of Trustees, and Annual Pledge Campaign Chair, may provide administrative support to other committees and groups.
- Update our congregational information with the Unitarian Universalist Association (UUA)
- Manage office budget.

### **Communications**

- Coordinate calendar and activities, and facilitate communication among minister, staff, lay leadership, and church community.
- Design, edit, and produce select internal communications, including electronic newsletter, regular email updates, and other electronic communications; produce weekly order of worship, and for special services such as memorial services. Mail paper communications to members who don't use email.
- Responsible for publishing and distributing annual report, warrants, directories, and other documents as needed.
- Support Community and Hospitality Committee, reminding volunteers of upcoming commitments (e.g. Sunday greeters, coffee hour hosts) and thanking them for their service.

### **Facilities**

- Promote and schedule rentals; ensure rental contracts are signed, track payments, ensure compliance with rental policies; serve as liaison with Sudbury Extended Day Program (SED), the congregation's principal tenant.
- Work with Events Coordinator(s) on all special events such as memorial services, weddings, child dedications, etc. Serve as a caring and helpful resource to families (e.g., holding a memorial service) along with minister and Events Coordinator.
- Manage some facilities contractors, such as cleaning service.
- Maintain master calendar of building usage for both renters and FPS activities; schedule room usage. Manage conflicting needs for space and ensure that all parties are communicated with.

### **Other**

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- Perform other duties as may be assigned by Minister
- Meetings: Attend staff meetings (~4 times per year) and Community and Hospitality Committee meetings once or twice a year.

### **Bookkeeper**

- There is an expansion of this office admin role available. If you have bookkeeping skills, there will be more hours available for bookkeeping and accounting tasks. This part of the office admin role works directly with the volunteer treasurer and finance committee.

### **Required Skills:**

- This role requires strong communication skills, attention to detail, a high level of accountability, a strong service orientation, and the ability to establish and maintain excellent working relationships with the minister, other staff, and lay leaders of FPS.
- Self-starter with a positive can-do attitude. Patience, tolerance, sense of humor.
- Able to organize and prioritize use of time; an excellent multi-tasker with the ability to bring tasks to completion under time constraints and in an environment where there may be multiple interruptions.
- Warm and professional manner in phone calls and interactions with members of the congregation.
- Experience and high level of comfort in learning and using technology and equipment:
  - Knowledge and skill in Microsoft Office Suite a must, especially Word, Excel and Power Point.
  - Knowledge and skill in Word Press, Google Docs and Google Calendar a plus
  - Knowledge and skill in database management (including membership, finance and contributions) a plus (entering data, retrieving information, and generating reports)
  - Knowledge and skill in photo editing and design software a plus
- Excellent oral and written skills; ability to write, edit and proof-read (own work and others')
- Good critical thinking and creative problem-solving skills. Can work independently but is comfortable checking in or asking for direction when needed.
- Tact, discretion, and ability to maintain confidential information.
- Keep track of your work hours and manage your workload. Practice self-care.
- Comfort with a liberal church of diverse theologies, its congregation, and its members.

This is a part-time position reports directly to the Chief of Staff.

Mid August – Mid June 20 hours per week (additional hours for bookkeeping tasks are available)

Mid June – Mid August 7 hours per week

Wage negotiated based on experience and need.