

JOB OPENING – PART-TIME CHURCH ADMINISTRATOR

Unitarian Universalist Fellowship of Wayne County (UUFWC)
3186 Burbank Rd, Wooster, OH 44691

The Unitarian Universalist Fellowship of Wayne County is seeking a part-time Church Administrator to join our creative, collaborative staff team. The Church Administrator will play an instrumental role in the effective operations and growth of our thriving Unitarian Universalist community.

The Church Administrator will report to the minister, and work collaboratively with staff, lay leaders and volunteers to support the flow and infrastructure of the congregation. Responsibilities include financial and administrative oversight, interior and outreach communications, supervision of the Bookkeeper. Optimally, work hours will include presence on Sunday mornings. As this position calls for interaction with volunteers, vendors, leadership and staff, affable and effective communicative skills are important.

Starting Date: July 18th, 2022.

Job responsibilities include, but are not limited to:

- Is efficient in managing and completing standard administrative tasks; managing facilities and rentals; purchasing; and preparation and oversight of administrative budgets.
- Is knowledgeable about church fiscal operations, keeping up to date with compensation and benefits regulations.
- Possesses time management skills, problem solving and the ability to prioritize projects and tasks
- Creating slides for Sunday services in Google Slides.
- Maintain a calendar of events for the congregation.

Minimum Qualifications

- 2 to 4 years of office management or administrative experience in a professional office environment.
- Strong interpersonal and collaborative skills with demonstrated ability to establish good working relationships and a positive demeanor with the range of people interacting with the church on a daily basis including staff members, church members, lay-leaders, vendors and visitors.
- Church/non-profit experience with nonprofit accounting training is highly desirable
- Is knowledgeable about and skilled in office data bases and applications for computers (e.g. WordPress, Excel, PowerPoint, Google drive and docs).
- Ability to maintain confidentiality regarding all records, both of the church and staff, and the members.

EMPLOYMENT STATUS & COMPENSATION:

- Rate of pay is \$18.00 per hour for 1040 hours annually (approximately 20 hours per week for 52 weeks)
- Professional Dues paid to Association of UU Administrators

- After reporting hours monthly, a paycheck will be issued at an hourly rate
- Health Benefits are not included with this position at this time
- Unless declined, a salary reduction of 1% pre-tax retirement contribution will be deducted from each paycheck. If desired, the amount of the salary reduction can be increased subject to IRS limits.
- After working 1000 hours in one year, employer contributions will be made to a retirement account.
- The position is non-exempt from FLSA

TERMINATION: This position is renewable yearly contingent on available funding via the Fellowship operating budget and employee performance. Termination of an employee may be instituted by the UUFWC Board of Directors in consultation with the Minister, or at any time by the employee upon resignation.

Applicants are encouraged to send their interest to rev@uufwc.org.