

## **Administrative Manager Advertisement Unitarian Universalist Congregation, Santa Rosa (UUCSR)**

Hours: Full time, several nights a month and occasional weekends

Reports to: Minister and Executive Committee

Supervises: Sexton and Volunteers

Anticipated Start Date: February 10-15, 2019

Compensation: \$45,600 to \$50,400/year, under fair compensation guidelines

Contact: Send cover letter and resume by e-mail to [HR@uusantarosa.org](mailto:HR@uusantarosa.org). No walk-ins or phone calls, please. APPLICATION DEADLINE is January 15, 2019.

### **GENERAL DESCRIPTION:**

The Administrative Manager supports the leadership, multiple committees, and diverse membership of the congregation by taking responsibility for General Administration, Rental Coordination, and Facilities Management across UUCSR. Oversees a team of office volunteers and receptionists. Attends Board of Trustee meetings once per month and provides report on status of administrative services. Uses Microsoft Suite (MS Word and Excel), Google Calendar, Email, and database software to ensure the production of the congregational newsletter, announcements and orders of service. As the Rental Coordinator, represents the congregation to potential renters; creates and organizes contracts with those who utilize the space; and schedules the On-Site staff for event support. Provides administrative support to the Board of Trustees, Minister, and several UUCSR committees. Has spending authority within budgeted funds. This position is exempt from overtime laws.

### **Position Requirements**

#### **Necessary**

- Familiar with and efficient use of Microsoft Office Suite (particularly MS Word and Excel), Google Calendar, Email, and database software.
- Ability to organize processes, systems, and files.
- Demonstrated experience hiring and supervising staff.
- Adept with basic internet commerce.
- Positive and flexible with people and able to work with diverse personalities.
- Timely and polite with all types of communication: in person; electronic; and telephone.
- Providing direct support to Minister, Board of Trustees, and various committees on congregational issues.
- Maintaining confidentiality of privileged information.
- Meeting multiple deadlines.
- Working well even when interrupted.
- Comfortable presenting the facilities for rental opportunities.

### **Preferred**

- Familiar with and efficient use of Microsoft Publisher.
- Database expertise, especially with donor or membership databases.
- Adept with Facebook and other social media platforms.
- Past work experience with a non-profit organization.

### **Benefits**

Insurances: Individual Health, Dental, Vision, Life, Accidental Death & Dismemberment, and Long Term Disability. Retirement program with 5% employer contribution. Contributions to Social Security and Medicare. Time off including 2 weeks' vacation, 12 sick leave days, 2 personal days, and 8 holidays per year. Annual merit increase program and cost-of-living adjustments when appropriate. Benefits are approximately 35% on top of regular salary.

### **Environment**

We are a non-profit, liberal religious community in downtown Santa Rosa.