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Shoreline Unitarian Universalist Society (SUUS) is seeking a part-time Office Administrator. Reporting to the Minister, this position plays a vital role as a public-facing representative for SUUS, while managing a variety of office functions.

Working independently and collaboratively, the Office Administrator will support the Minister, Staff, Board of Trustees, and various committees. Primary responsibilities will focus on: managing the church office and general administrative support, including handling of incoming calls, emails, and mail; preparation and distribution of key communication materials such as weekly newsletters, Sunday orders-of-service, Annual Reports; data entries and updates to the church databases; assisting with website maintenance; managing building rentals; and, generating reports.

Title

- Office Administrator

Start date

- January 2023

Full-Time/Part-time

- Part-time (20 hours per week)

Compensation

- Salary: \$20/hour
- Benefits: Medical, PTO, Long-term disability insurance, life insurance, contribution toward retirement after one year.

Reports to

- Minister

Essential duties

Administration Duties

- Handles and distributes mail and emails
- Handles phone calls
- Greets visitors and accepts deliveries
- Manages maintenance of office equipment and supplies

- Maintains well-organized files (digital and hard copy)
- Maintains and updates the church calendar
- Arranges room reservations and Zoom meetings
- Interacts with key suppliers (security company, copier company, cleaning person)

Communications, Documents, and Reports

- Prepares Annual Report using inputs from Committees and the Board
- Prepares monthly finance reports, using church databases
- Prepares and publishes weekly online newsletter
- Works with the Communications Committee on website updates
- Issues Constant Contact emails as needed
- Mails hard copies of essential communications to select congregation members

Building Rentals

- Handles and approves rental requests
- Manages rental contracts
- Serves as point of contact for tenants of in-building apartment

Support of Sunday and other Services

- Prints the weekly order-of-service (prepared by others)
- Prints new name tags
- Assists with weekly announcements
- Tracks weekly attendance (with inputs from others)

Required Skills

- Interpersonal skills – The Office Administrator will interact with a broad range of folks within and outside the congregation. Establishing excellent rapport with others is a cornerstone to success in this position. Excellent written and oral communication skills are necessary. The Office Administrator is expected to act in a manner consistent with the mission and values of SUUS.
- Organizational Skills – This position manages an array of tasks of varying complexity and time requirement. The Office Administrator needs to organize their time appropriately to assure timely and accurate results while working primarily independently.
- Office Software Proficiency – This position requires proficiency in basic office programs, such as Microsoft Office, the Google Suite, and Constant Contact. It requires knowledge of database entry and management, and the ability to learn other programs quickly.
- Initiative – The right candidate will be self-directed and willing to offer ideas on improvements in the administration of the church office.

Desired Experience

- Demonstrated proficiency working with the public in a positive and professional manner
- Experience with standard desktop software applications (Word, Excel, Outlook) as well as facility with web content management software and database software for managing membership information
- Experience in a church or non-profit organization is desirable
- Demonstrated strong written and oral communications skills
- Experience successfully working in a team environment

Interested qualified persons should send their résumé and cover letter to search@shorelineunitarian.org

About SUUS

Shoreline Unitarian Universalist Society has been a progressive religious voice along the shoreline of Connecticut since 1962. We are a community where people with different beliefs worship as one faith, where religious inspiration comes from not one but many sources. To learn more, visit our [website](#).