

**First Unitarian Universalist Society of Burlington, Vermont**

**Position Description**

**Position Title:** Society Administrator

**Effective Date:** 07-01-2017

**Reports To:** Director of Operations & Finance

**Directly Supervises:** N/A

**Status:** Full Time, Hourly

**FLSA:** Non-Exempt

**Normal Working Hours:** 40 hours per week, year-round

Exact schedule to be set with supervisor, will include Sunday hours

**Salary:** \$43,225 per year

**Benefits:** Benefits are offered as outlined in the First UU Society Employee Handbook

**Position Summary:** The Society Administrator is responsible for a broad range of administrative tasks with minimal guidance. Manages office procedures, communications, scheduling, and purchasing. Knowledgeable with major office-related computer applications, including data-base management. Knowledgeable about the Society and its mission, ends and policies.

**Essential Functions:**

- Receive and welcome visitors to the Society's facilities
  - Directs visitors to their destination within the building
  - Provides tours of our historic building
  - Assists visitors with social service referrals
- Provides administrative/clerical support
  - Answer phones, transfer calls, update voicemail greetings
  - Process incoming and outgoing printed and electronic mail
  - Order and maintain office supplies
  - Organize and assure bulletin boards contain timely information
  - Keep office and copier room organized and tidy for all who use these spaces
- Schedules space and maintains Society calendar(s)
  - Responsible for scheduling building use, both internal and outside rentals
  - Responsible for creating and publishing Society calendar(s)

- Responsible for all Society communications
  - Manage, edit, publish and distribute print and online communications content for the Society including:
    - Weekly, monthly, and quarterly newsletters
    - Website
    - Social Media
    - Various brochures and fliers
- Manages Society membership data-base
  - Enters visitors into the system
  - Updates member information
  - Provides lists and labels as needed
  - Provides reports and graphs as needed
- Provides assistance with technology
  - Oversee purchasing, maintenance, and training for copiers
  - Provide training and troubleshooting for staff computers
  - Provide training, scheduling and troubleshooting for A/V equipment
  - Maintain hardware, software and A/V equipment inventory
  - Oversee computer back-ups
  - Purchase equipment & software as needed

#### **Other Responsibilities**

- Participate in staff meetings

#### **Minimum Qualifications**

- Associate or Bachelor's Degree is desired but not required
- Full time professional experience may substitute for education
- A minimum of 5 years applicable work experience is preferred
- Proficiency in MS Office Suite and data base management
- Prior experience in church or non-profit work would be helpful

#### **Physical Requirements**

- Sit for prolonged periods of time
- Lift boxes of up to 35 pounds

#### **Core Competencies**

- Mission ownership: Demonstrates understanding and provides full support of the vision, mission, values and beliefs of the Society, including the principles and purposes of Unitarian Universalism.

- Interpersonal skills: Provides a warm & welcoming presence at all times – particularly, acting as a welcoming, first face of the Society, treating visitors with respect and making them feel at ease. Engages people positively, with a demeanor of optimism and abundance. Demonstrates the skills of active listening and openly accepts criticism and feedback; and can offer solutions. Communicates succinctly and clearly in writing and speech.
- Organizational skills/Attention to detail: Organize resources (people and materials) to get things done. Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details. Prioritize and perform multiple tasks under time deadlines. Flexible in facing challenges. Works well under pressure.
- Team building skills: Works collaboratively as part of a team. Creates an atmosphere conducive to team work. Takes appropriate initiative and be a willing learner who thinks creatively and adapts to change.
- Trust and integrity: Maintains confidentiality and handles sensitive situations with discernment.
- Project Management: Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, identifies and resolves barriers and problems.
- Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; is flexible.
- Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.