

First Unitarian Universalist Society of Burlington, Vermont

Position Description

Updated: 03/06/2024

Position Title: Administrative Assistant

Reports To: Director of Operations & Finance

Directly Supervises: N/A

Status: Part Time .44 FTE, Hourly

FLSA: Non-Exempt

Normal Working Hours: 20 hours per week, 46 weeks per year

Tuesday - Friday, 5 hours per day worked in the building, 6 weeks unpaid during the summer

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

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

Essential Functions:

- Receives and welcomes members and visitors to the Society's facilities
- Provides administrative/clerical support
 - Respond to email, phone, and in-person inquiries
 - Prepare and maintain a variety of Google sheets, docs, forms, and folders
 - Office support
 - Answer doorbell as needed
 - Process incoming and outgoing mail
 - Order and maintain office supplies and brochures
 - Keep office and copier room organized and tidy for all who use these spaces
 - Prepare and print forms and labels as needed
 - Organize and assure bulletin boards contain timely information; prepare building signs
 - Worship support
 - Prepare livestream PowerPoints, orders of service, and handouts as needed
 - Prepare and maintain worship planning and attendance spreadsheets and Google folders
 - Communicate with worship, flower, and justice teams as needed
 - Staff support as needed
 - for Minister and Director of Operations & Finance.

- Update staff contact list, birthday cards
- Board and Team support
 - Special projects such as event sign-up pages and Google forms
- Responsible for all Society communications
 - Manage, edit, publish and distribute online and print communications content for the Society including:
 - Newsletters and eNews
 - Website (including staff training when needed)
 - Realm announcements and event calendar
 - Social Media
 - Coordinate mailings and offsite printing
- Assists Membership Team
 - Communicate with team about welcome cards and online newcomer form responses
 - Prepare name tags and special name badges for new member recognition ceremonies
 - Order Membership Team supplies, restock Welcome Ambassador supplies
- Manages Society membership database, Realm
 - Enter visitors into the system
 - Provide assistance to members and staff learning to use Realm
 - Manage/update Community Messenger group
- Provides assistance with Office Equipment
 - Oversee maintenance, and training for copiers and folding machine.

Other Responsibilities

- Participate in staff meetings
- Participation in the AUUA (Association of UU Administrators)

Minimum Qualifications

- Associate 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 Google Drive and database 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.
- 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.