

Congregational Administrator
for the Unitarian Universalist Congregation, Blacksburg, Virginia

Job Overview

The Administrator assists the Board and the minister in carrying out the administrative tasks to ensure the day-to-day operation of the Congregation. Reports to the Minister.

Responsibilities and Duties

Maintain Financial Records/Data – Using an online database (currently PowerChurch), maintain contributions and incoming funds. Prepare file for weekly accounts payable and monthly payroll for bookkeeping firm. Track all donations, prepare statements, provide support to year-end financial report. Maintain other records and lists.

Maintain Member Data – using the online database, maintain contact information for all members, friends, visitors, etc.

Maintain an online presence – Update social media platforms (currently Facebook) with weekly services, special events, and UUA and Soul Matters social media posts, maintain online calendar with all events, meetings, rentals, etc. and indicating room used, and maintain all listservs. Maintain and update the public area of the website via WordPress.

Communications – Send 3 weekly announcements, publish monthly newsletter, and other communications as needed.

Support Minister, Board, Committees, Congregation as needed.

Building Rental – meet with potential renters, prepare contracts.

Serve as an information source

Other duties as required

Experience – Minimum of 3 years in an administrator or office management is preferred.

Education – High school diploma or equivalent.

Qualifications

Skills – Problem solving, conflict resolution, Listen effectively, organization

Knowledge – Knowledge of major office-related computer applications, website software, and social media platforms and ability to learn specific software programs and applications (such as Word, Excel, Publisher, MailChimp, WordPress, Facebook, and others).

Abilities – Able to communicate effectively with staff, committees, and congregants. Ability to learn new software. Ability to address issues proactively. Ability to adjust to changed needs

and priorities. Ability to support the mission and values of UUC and the Unitarian Universalist Association (UUA).

Work Hours

25 hours a week, must be able to work on site at least two Sunday mornings a month and one or two mornings or afternoons each week, but other work may be done virtually.

Benefits

Includes paid vacation and holidays, sick leave, health insurance. Retirement benefits upon eligibility.

Salary

\$24,000 - \$28,000 / year based on qualifications and experience

Additional Information

The successful candidate will be required to have a background check as well as documentation of COVID-19 vaccinations.

Letter of application and resume due by March 1, 2022 – send to minister@uucnrv.org

Position scheduled to begin July 1, 2022.