

UNITARIAN UNIVERSALIST FELLOWSHIP OF DOOR COUNTY

Job Title: Fellowship Administrator

Position: Salaried, part-time

Hours: An average of 20 hours per week, with a minimum of 3 days per week in the Fellowship building for a total of 15-18 scheduled office hours.

Reports to: A designated member of the Governing Board.

Administration: Assumes responsibility for the business aspects of Fellowship operations and scheduling.

- Answers phone politely and efficiently and checks for remote messages and e-mails on a timely basis. Takes accurate messages and forwards as needed, acting independently within job duties.
- Picks up mail at post office and distributes to appropriate persons, taking independent action within job duties.
- Maintains building use calendar and program/events schedule.
- Maintains address, telephone, and email list of members and friends.
- Prepares and sends notices to members and friends as directed.
- Purchases office and support materials and cleaning supplies according to Fellowship guidelines.
- Receives and files Governing Board and committee meeting minutes and performs other administrative duties as requested by the designated supervisor.

Building and Grounds: Monitors building maintenance, snow removal, and garden issues in conjunction with the Buildings and Grounds Committee Chair, via the designated supervisor.

Finance: Carries out regular duties and special assignments as directed by the Treasurer, via the designated supervisor. Maintains Fellowship financial records in a well-organized and confidential manner.

- Reconciles Sunday collection; prepares and makes the Monday bank deposit as well as a Friday deposit when needed.
- Updates Sunday attendance records weekly.
- Records weekly deposits in QuickBooks and maintains pledge payment records in Excel on a current basis.
- Organizes incoming bills and obtains approval for payment from the appropriate persons; prepares checks for signature on a timely basis.
- Prepares checks weekly for Sunday speakers and musicians.
- Assists the Treasurer with mailings to contributors.

External Communications: Works with the Communications Chair via the designated supervisor to ensure that all Fellowship programs and activities are appropriately described and publicized.

- Prepares the weekly Order of Service for Sunday programs.
- Submits and proofs weekly ads.
- Solicits articles from newsletter contributors.
- Formats, prepares and distributes monthly newsletter.
- Prepares and submits news releases in collaboration with Communications Chair.
- Updates website as needed for schedules and programs.

Knowledge/Skills:

- Ability to use personal computer equipment with speed and accuracy to process, access, retrieve and input information using Word, Excel, Publisher and QuickBooks.
- Knowledge of modern office procedures, equipment, filing systems, keyboarding, business letter and report-writing techniques, formatting, proofreading, and media communications including website development.
- Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling.
- Ability to establish cooperative relationships with Fellowship leaders while maintaining a courteous professional manner with respect to members and the general public.

Experience:

- At least two years administrative experience in a position requiring attention to detail, organizational ability, and decision-making skills.
- Responsibility in an office environment for a variety of duties including customer service, correspondence, bookkeeping and advertising.