

**First Parish Unitarian Universalist Church**  
**Kennebunk, Maine**  
**Office Administrator**  
**Job Posting**

First Parish Unitarian Universalist Church of Kennebunk, Maine (First Parish) is a liberal religious community in the center of Kennebunk, ME. We are a lively congregation, building a dynamic team of professionals to serve a congregation of approximately 100 adults, plus 12 children and youth.

First Parish is seeking a part-time Office Administrator. The Office Administrator manages the overall administration of the church. They provide clerical support to the Minister for the work of the church as well as to other church staff (Religious Educator and Music Director), and the Board of Directors. The Office Administrator also supports the Bookkeeper with administrative functions.

This position is often the first contact prospective members and the public has with our congregation. Therefore, we seek a candidate who easily engages in conversation, is a creative problem solver, and enjoys a lively work environment. Self-motivation, attention to detail, and flexibility are critical to this position.

The ideal candidate will have experience with Microsoft Office, specifically Word, Excel, and PowerPoint (possibly Publisher), as well as Google Docs and Google Calendar. Excellent written and oral communication skills are essential. The Minister supervises the Office Administrator.

This seventeen (17) hour per week staff position works mornings Monday-Friday for forty-one (41) weeks (Labor Day to mid June) and six (6) hours per week, Monday- Friday (days negotiable) for the eleven (11) weeks during the summer.

Pay range is \$16.50-\$17.75 per hour, based on experience. In compliance with our Safe Congregations policy, references and background check will be required.

For more information about our congregation please visit [www.uukennebunk.org](http://www.uukennebunk.org).

If you are comfortable with the principles of liberal religion, are organized, friendly, able to honor confidentiality, and a team player we would love to hear from you. Please submit a resume and a cover letter by e-mail the Reverend Lara Campbell at [uukennebunkminister@gmail.com](mailto:uukennebunkminister@gmail.com). Resume and cover letter must each be submitted as a PDF and attached to your e-mail. Please do not submit resume or cover letter in the body of your e-mail.

First Parish values a diverse workforce; people with disabilities, people of color, and those who identify as L/G/B/T/Q are strongly encouraged to apply.

## **Job Description Office Administrator**

### **Scope of the Position:**

- Manages the overall administration of the church
- Provides clerical support to the Minister for the work of the church as well as to other church staff, and the Board of Directors
- Reports to the Minister

### **Principal Duties:**

- Prepare and copy weekly Order of Service, with input and direction from the Minister as well as the Music Director. Reformat announcements and update weekly calendar information
- Produce weekly e-blast update including typing design, layout and mailings including hard copies to various members
- Maintain membership lists, mailing lists, e-mail correspondence lists and church directory
- Coordinate production and distribution of annual report, working with committee chairs, staff, Board of Directors and other organizations of the church
- Sort and distribute mail. Order postage when needed
- Order supplies
- Maintain church calendar of activities, coordinate building use, record, and schedule meetings
- Meet with potential renters and show spaces, advertise availability of spaces, draw up leases and rental agreements
- Provide support to committees and other staff upon request
- Attend Board of Directors' meetings as requested, providing monthly administrators' report and updates
- Communicate with the Membership Committee regarding requests for information and potential new members
- Answer phone, respond to inquiries, responds to email
- Attend monthly staff meetings
- Prepare Annual Certification report to the Unitarian Universalist Association
- Distribute warrants for Congregational and Annual Meetings, as provided by the Clerk
- Assist The Maine Modeling Workshops (summer fundraiser) by processing registrations and placing orders
- Support the Bookkeeper with administrative functions such as pledge statements and new hire paperwork
- Daily walk through of the building to ensure cleaning and maintenance is being done
- Communicate with cleaning contractor about building cleaning needs
- Coordinate weddings at First Parish (wedding couple pays coordinator fee directly to the administrator)