

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

First Parish Unitarian Universalist Church of Kennebunk, Maine (FPUU) is a liberal religious community in the center of Kennebunk, ME. We are a growing congregation, with a dynamic team of professionals that serves a congregation of approximately 105 adults, plus 20 children and youth.

FPUU 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), committee chairs 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 Publisher, as well as Google Calendar, and QuickBooks. Excellent written and oral communication skills are essential. The Minister supervises the Office Administrator.

This fifteen (15) hour per week staff position works Monday-Friday from 9AM to 12PM for forty-one (41) weeks (Labor Day to mid June) and six to nine (6 to 9) hours per week, Monday- Friday (days negotiable) from 9AM to 12PM for the eleven (11) weeks during the summer.

Pay range is \$13.50-\$14 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.

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. Resume and cover letter must each be submitted as PDF or MS Word documents attached to your e-mail. Please do not submit resume or cover letter in the body of your e-mail.

FPUU 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, committee chairs 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 monthly 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
- 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