

MUUC Job Description - Advertisement for Church Administrator Position

Position: Church Administrator

Employer: Marquette Unitarian Universalist Congregation

Type: Part time, up to 20 hours per week. The position is primarily off-site, with one Sunday morning in person and one Sunday morning online per month to begin with.

Reports to: the MUUC President and Secretary

Marquette Unitarian Universalist Congregation (MUUC), a progressive and inclusive congregation in Marquette, MI, is seeking a part time Church Administrator. We are a small congregation of Unitarian Universalists that has been chartered in Michigan since 1998. We are seeking a Church Administrator who can assist the congregation with the achievement of growth to pre-pandemic levels of membership.

Position Summary: The Church Administrator will play an essential role in the efficient and effective operation of MUUC. It requires the ability to work independently, attention to detail and a strong service orientation. The Church Administrator will work closely with members of the church community, including volunteers and congregants, to ensure smooth functioning of all church activities. The Church Administrator will also work to get information out to the Marquette community about the focus, principles, and activities of the congregation.

Overall Responsibilities Include:

- **Daily:**
 - Check email and follow up with appropriate person.
 - Collect items for the weekly newsletter.
- **Weekly:**
 - Send out the newsletter every Thursday.
 - Update the MUUC website and Facebook pages.
 - Check post office and log items received. Give checks and bills to Treasurer.
 - Record on a spreadsheet what work was done and how much time was spent on each task, and submit to Treasurer.
- **Monthly:**
 - Schedule the facility where the congregation will meet for monthly in person services.
 - Arrange for minister and visiting service presenter accommodations.
 - Collect service topics from minister(s) and visiting service presenters, and musical pieces from musicians as needed, and create PowerPoint presentations for online services
 - For in person Sunday services, compile a paper order of service and print out, plus an online order of service for Zoom participants
 - Produce an online order of service for monthly Zoom only services.
 - Set up Zoom connection and run the electronic portion of the monthly in person service, including sharing Microsoft PowerPoint slides during the service as needed..
 - Set up Zoom connection and run the electronic portion of the monthly Zoom only service including sharing Microsoft PowerPoint slides during the service as needed..
 - Keep the database up to date with members and newly interested persons.
 - Follow up with new persons attending services.
 - Attend board meetings.
 - Maintain organized filing system for documents and records (digitally or on paper).
 - Maintain inventory of office supplies.
- **Ongoing/As Needed:**
 - Develop congregational publicity materials and collaborate with the Board of Trustees and volunteers on these materials.
 - Distribute publicity materials in appropriate places, in person and online, around the city of Marquette and surrounding areas.

Qualifications:

- 3-5 years administrative experience
- Strong proficiency in Microsoft Office, WordPress and email mailing list programs
- Strong proficiency in hosting meetings on Zoom or other webinar system alternatives, including the sharing of Microsoft PowerPoint slides
- Strong interpersonal and written communication skills
- Versatility, flexibility, and a willingness to adapt and learn
- Ability to work independently and proactively
- Ability to maintain confidentiality and handle sensitive information
- Familiar and comfortable with Unitarian Universalism or other progressive faith traditions

Compensation:

This is a part-time position, with pay starting at the rate of \$20 per hour. This position is up to 20 hours per week, including one Sunday morning per month at a hybrid Zoom/In person service and one Sunday morning per month at a Zoom only service. Occasional evening meetings will occur that would benefit from the Office Administrator's participation. Mileage for physical distribution of congregational publicity materials and mail pickup will be reimbursed at current IRS rates, and/or Office Administrator will be reimbursed for public transportation fees. After a probationary period of three months, if warranted by the Office Administrator's performance, there will be a pay increase based on that performance.

Apply:

Interested candidates should submit a resume, cover letter, and references to uuisewoman@gmail.com. Please include "Church Administrator Application" in the email title and your name in the file name of your resume and cover letter. Applications will be accepted until the position is filled, with preference to applications received no later than July 12, 2024.