



Granite Peak Unitarian Universalist Congregation, Prescott, AZ

Office Administrator Job Description

This Office Administrator is responsible for the day-to-day operations of the congregation's business office. This position works with staff, congregation members, volunteers, board members, and the general public to accomplish this work. The Office Administrator is the face of Granite Peak Unitarian Universalist Congregation (GPUUC) to visitors and to the congregation during office hours. This is often the first contact the public has with GPUUC.

If you have strong interpersonal and organizational skills, are a great communicator, have integrity and an interest in helping the community, we encourage you to apply! **Please send a cover letter and resume to newsletterGPUUC@gmail.com.**

Status: This position is part-time, 20-25 hours per week, distributed over 4 or 5 days, with vacation, sick time, pension (when eligible), and Long Term Disability Insurance.

Supervisor: Reports directly to the Minister

Required Skills:

1. Outgoing, helpful and cheerful attitude with ability to handle frequent interruptions in the office
2. Strong written and verbal communication skills with a pleasant telephone manner and timely email responsiveness
3. Strong organization skills to keep the office, computer and paper files in good order
4. Ability to juggle multiple priorities and handle more than one project at a time
5. Proficient with computer software, including Microsoft Word, Microsoft Excel, and Microsoft Powerpoint or similar

Preferred Skills:

1. Proficiency with Google email, Google Calendar, Google Slides, Google Drive and Zoom
2. Knowledge of online mail programs such as Mailchimp
3. Familiarity with databases
4. Experience coordinating programs like group membership or facility rentals a plus
5. Experience with social media and publicity a plus

General Responsibilities:

- Ensures congregation members feel listened to, welcomed, etc. Refers information to minister when appropriate.
- Manages telephone calls, email messages, and mail, answering most and forwarding the rest to the appropriate individual.
- Manages the building rental program by responding to all requests for information, collection of rental agreements, and rental fees. In addition, makes arrangements for an event manager or an Audio Visual support person as needed.



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- Prepares and distributes materials such as weekly newsletters, announcements, and other congregational communications and directories.
- Maintains a bulletin board for GPUUC activities, a board for “In Your Neighborhood” for any UU Communications, and a board for a “UU Community Post” section for members only to share personal events, offers of help, items for sale, etc. that are not connected directly to Granite Peak programs or activities.
- Maintains a schedule of GP buildings’ activities and keeps the Google calendar updated.
- Works with the facility manager as needed to resolve issues as they occur. Contacts repair services when needed, and manages the outside cleaning service.
- Works with various committees with office related needs, and assists committee chairpersons in arranging meetings in Granite Peak buildings or on Zoom.
- Responsible for ordering office and cleaning supplies and copier maintenance.
- Keeps membership information updated in the database and forwards it to the webmaster. Prior to Annual and Special meetings, prepares membership voter roster.
- Creates the slides (may include photos, videos, etc.) for Sunday services, celebrations and various events, and prepares the weekly Order of Service (OOS) in conjunction with the worship team, which is copied for Sunday services.

I’m keeping this in this version as it is excellent for training when the person joins, but am creating a second JD which I will share with you that condenses this into the above Responsibilities section.

Regular Welcoming assignments for the administrator:

- Gather the Visitor sign in sheet and contact them as soon as possible on or after Sunday, write to the visitors who leave their contact information. Thank them for their visit, copy the minister, and tell the visitor that the minister is glad to answer any questions if they have any. Let them know about upcoming events especially for newcomers and attach a flyer of events.
- Make a flyer for the newcomer events to keep in the foyer.
- Ask people on the welcoming team to coordinate the events such as “New to UU”. The administrator doesn’t have to be there, just make sure that others are covering.
- Keep up to date with the possible events to which we could invite visitors and newcomers.
- Make sure New Member and Visitor Packets are available.
- Coordinate Sunday Morning Volunteers for Greeters and Sunday Morning Manager. Make sure the visitor sign in sheets and instructions for Greeters/Ushers are available as well as the procedures for the Sunday Morning Manager. Gather the Sunday Morning Manager sheet and review for any action needed. Send a thank you to all our Greeter/Ushers and Sunday Morning Manager.