



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 in the GPUUC office, distributed over 4 or 5 days, with vacation, sick time, pension (when eligible), and Long Term Disability Insurance. Salary is commensurate with experience and training.

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

Role Responsibilities:

- Ensures congregation members feel listened to, welcomed, etc. Refers information to the 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 requests for information, collection of rental agreements, and rental fees. In addition, makes arrangements for an event manager or audio visual support person as needed.



Granite Peak Unitarian Universalist Congregation, Prescott, AZ

- Prepares and distributes materials such as weekly newsletters, announcements, and other congregational communications and directories.
- Maintains bulletin boards for GPUUC, for neighborhood activities for any UU Communications, and for members only section to share personal events, offers of help, items for sale, etc. that are not connected directly to Granite Peak programs or activities.
- 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 and events.
- Maintains a schedule of GP buildings' activities and keeps the Google calendar updated.
- Coordinate the Sunday Morning Greeters and Sunday Morning Manager volunteers and program.
- Works closely with the coordinator of the Welcoming/New Membership team to follow up with visitors, connect them to the minister, communicate to newcomers, stock new member and visitor packets, and help with "New to UU" classes as needed.
- 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.
- Keeps the membership database updated and shares it with the webmaster. Prior to Annual and Special meetings, prepares membership voter roster.
- Responsible for ordering office and cleaning supplies and copier maintenance.

To apply, please send a cover letter and resume to newsletterGPUUC@gmail.com.