

**Position: Church Administrator****Responsible to:** Minister**Type of Position:** Part Time, Non-Exempt**Schedule:** 25 hours/week for 42 weeks (September through mid-June) 10 hours/week for 10 weeks (mid-June through August)**Job Available:** Mid Dec. or beginning of January

**First Parish of Watertown, Unitarian Universalist (FPW)** is seeking a part-time Church Administrator. FPW is a dynamic and diverse congregation with over 125 members. This position works 25 hours per week, Monday through Friday (September through mid-June), with a reduced schedule of 10 hours per week (mid-June through August).

**Position Overview**

Responsible for a variety of operations for the administration of the church programs under moderate supervision. The Church Administrator works with highly confidential information, requiring the highest levels of confidentiality, integrity and maturity.

**Responsibilities**

- Coordinate input from church staff and members to manage the online church calendar, post parish worship services, upcoming events, committee meetings, and facility rentals on the church website.
- Work closely with the church Treasurer to manage bills, payroll, accounts payable, pledge income and other receipts.
- Produce the monthly church newsletter and weekly church email with the assistance of the Minister and other church staff.
- Interact with rental clients, respond to their inquiries, show the facilities, and prepare rental agreements.
- Communicate with the Sexton and Buildings & Grounds Committee on building issues that may arise.
- Administer FPW's Helen Robinson Wright Charitable Fund. This fund gives grants to local charities and Watertown residents in financial need. Serve as the principal contact between the HRW Committee and those individuals and institutions requesting financial assistance.

The work schedule is expected to fall primarily within Monday to Friday, 9-2, with some flexibility. Occasional weekday evening and weekend hours are possible to meet rental clients and attend committee and congregational meetings.

**Qualifications**

- Excellent interpersonal skills and written and verbal communication.
- Ability to work independently and set priorities in a busy office environment. Self-motivated, organized, detail-oriented, and adaptable.
- Knowledge of bookkeeping standards. Proficiency with QuickBooks strongly preferred..
- Competence with the operation and basic maintenance of personal computers and software (QuickBooks, Microsoft Office, WordPress, Mail Chimp). Macintosh computer experience helpful.
- Experience working in a comparable church-based administration position preferred.

**Salary & Benefits**

\$22,000 to \$25,000 (\$19 - \$23 per hr), commensurate with experience. This is a salaried position based on expected hours noted above, paid monthly.

Pension contribution and paid time off.

**Application Procedure**

Apply by submitting a cover letter and resume by email to [minister@fpwatertown.org](mailto:minister@fpwatertown.org)