The First Religious Society, Unitarian Universalist, in Newburyport, MA is seeking a highly organized, tech savvy, people-person for this 25 hour/week office administrator position. Application deadline is November 18, 2018.

Introduction

Do you love people? And are you great with technology? We are looking for the next right person to join our team as the Office Administrator. We are a vibrant, growing Unitarian Universalist congregation of 442 members and many more friends. This is an exciting time in the history of our congregation as we grow into being an even greater source of spirituality, community and activism in the lives of individuals and in the larger community. The right person will be creative, collaborative and willing to evolve along with the organization. Women, People of Color and/or LGTBQ are encouraged to apply.

Position Description

The church office is the hub of communication and requires great multi-tasking for day-to-day operations. The Office Administrator coordinates all church office activity. Working directly with the entire staff, you will attend to the daily administrative responsibilities of the organization including bookkeeping support and managing incoming visitors, emails, phone calls, mail and other items as necessary. It is expected that the Office Administrator will be a key team player in helping the staff and congregation meet FRS's mission. Currently, this position works M-F, 9am to 2pm.

Core Responsibilities

* Serve as the first line of communications for FRS with members and the public.
* Produce the weekly printed program for the Sunday service
* Manage the church’s online calendar and room-booking systems. Handle event booking requests.
* Work with the church’s member database, creating queries, labels, etc.
* Perform weekly bookkeeping functions
* Provide administrative support to the Minister. Support other staff, church committees and members as able.

The successful candidate will have the following knowledge and skills:

* Strong customer service skills with demonstrated ability to establish good working relationships and maintain a pleasant demeanor with the range of people interacting with the church office on a daily basis including staff members, church members, and visitors.
* Strong technology skills including including Word, Excel, and Outlook. Adobe InDesign or similar program a plus. Aptitude for, and interest in learning additional software as needed.
* Excellent writing & proofreading skills
* Demonstrated ability to work independently, multitask and manage multiple projects in an efficient manner.
* A commitment to confidentiality regarding all records, both of the church and staff, and the members.
* Commitment to work effectively and collaboratively in a team.
* Education: Bachelor’s degree required.

Salary & Benefits - At 25 hours/week, the salary is $22,000-$25,000. Benefits include two weeks vacation, flexible summer hours, health insurance , life insurance, and a retirement contribution after one year.

To Apply

Please submit a cover letter and resume here or apply online at https://www.frsuu.org/employment/ We are an Equal Opportunity Employer. Women. People of Color, and LGBTQ are encouraged to apply. Aplication deadline is November 18, 2018.