UNITARIAN-UNIVERSALIST FELLOWSHIP OF SANTA CRUZ COUNTY (UUFSCC)

UU Fellowship Office Manager Position

POSITION:	UU Fellowship Office Manager
LOCATION:	6401 Freedom Blvd, Aptos, CA 95003
STATUS:	Non-exempt part-time, 25 hours/week Monday through Friday.
WORK SCHEDULE:	Hybrid position with a minimum two days a week in person in the office. Hours are negotiable.
PAY AND BENEFITS:	$25 - $28/hour based on experience. Paid time off (vacation, holiday) at 0.059 hours per hour worked, equivalent to 15 days per year, and sick leave at .03334 hours per hour worked, equivalent to 9 days. After one year of service: eligible for Retirement Fund contributions from the UU Fellowship.
REPORTS TO:	The Board President.
OUR MISSION:	As an open faith community, we manifest our guiding UU Principles and our core values to transform ourselves and our world through the power of love.

POSITION SUMMARY

The Office Manager serves as the communication and coordination hub for day-to-day operations of the UU Fellowship. The Administrator is responsible for a broad variety of functions to ensure the smooth running of the UU Fellowship's programs and operations with minimal supervision. Major areas of responsibility include congregational communications, website maintenance, office administration, congregational database management and record keeping, and facility operations including rentals.

PRIMARY RESPONSIBILITIES

Office Administration

- Serve as the on-site welcoming point of contact for the Fellowship, answer general inquiries.
- Check emails, postal mail, and phone messages – prioritize and route to staff or volunteer.
- Maintain UU Fellowship online calendar, including room reservations for Fellowship events and activities.
- Schedule Zoom usage.
- Oversee the functioning of the Office, including keeping Fellowship files and records, maintaining equipment and purchasing supplies.
- Format and prepare Fellowship correspondence as needed.
- Provide administrative support for the annual pledge drive (e.g create mail lists, format letters, mail merge, create mailing labels, & mail.)
- Track and ensure completion of all required annual certifications and renewals.
- Maintain list of building keys/key codes and distribute them to authorized users.
- Maintain HR records including contracts, background checks and general employment information.
- Set up Employee information for payroll. Collect hours worked and prepare payroll every two weeks.

- Provide administrative and clerical support for the Board President and Board of Trustees as needed.

Financial and Data Management

- Prepare all deposits one time per week, deposit them at the bank, scan all checks and invoices and send to bookkeeper and Treasurer.
- Provide first level support for all OneChurch system user financial enquiries.
- Maintain and update congregational member records on the OneChurch system.

Facilities Maintenance and Usage

- Liaise with Facilities Administrator and provide administrative support to maintain the UU Fellowship campus.
- Coordinate facility cleaning and maintenance, hire outside vendors and service-providers. Secure bids for large projects as requested.
- Administer church rental policies and guidelines. First line of contact for space use inquiries and issues, including showing the facility to potential users.

Communications and Tech Support

- Support staff and lay leaders in formatting and production of print and electronic communications.
- Produce weekly electronic newsletter – including editing and proofreading – and distribute via email.
- Provide support to maintain and update UU Fellowship website content and social media accounts, coordinate with web maintenance service as needed.
- Create web and online forms for staff and lay leaders to collect information.
- Provide first level tech support for staff and volunteers.
- Learn OneChurch system and provide first level support for user database enquiries.
- Assist in managing member database in OneChurch management system.
- Upload Sunday service videos to website.
- Update upcoming Sunday services on website.

Volunteer Relations

- Attend relevant meetings with volunteer committees and teams within functional areas of responsibility.
- Regular meeting with key volunteers regarding Fellowship operations.

CORE COMPETENCIES

- 5- years minimum experience with general office management. Experience in not-for-profit a plus.
- Excellent written and oral communication skills. Skills in graphic design and editing are a plus.
- Dependability, flexibility, good judgment, and ability to learn.

- Ability to work with minimal supervision: self-starter with demonstrated skills in problem-solving and multi-tasking while maintaining attention to detail.
- Experience using online financial systems and how they fit together, and basic understanding of financial principles and reporting.
- Good interpersonal skills. Friendly, hospitable and helpful presence by phone or in person.
- Computer skills and tech fluency: knowledge of desktop computer operation and basic office-related applications including database and website content management.
- Google Drive/Documents management and organization proficiency.
- Basic troubleshooting skills with office machines and computer issues.
- Ability to maintain confidentiality.

WORK ENVIRONMENT

On-site work is performed mostly alone in a quiet office on the UU Fellowship campus.

CONTACT

Please send resume to personnel@uufscc.org