



Unitarian Universalist Congregation of Marin

Congregational Administrator

Posted: 4/9/21

Reports to: Minister

Directly Supervises: Bookkeeper; Custodial and Landscaping contracts

Status: Full Time, Benefits Eligible

Salary: Commensurate with experience (~\$55,000)

Start Date: July 1, 2021

Job Summary: Under supervision of the Minister and general direction of the Board of Trustees, the Administrator is responsible for a broad variety of functions to assist the congregation in fulfilling its mission. The Administrator has primary responsibility for oversight of financial operations and management of office operations. The Administrator is central to communication with committees, staff, members and the public, and is often responsible for directing issues to the appropriate person, people or policy as they arise. The Administrator supports the congregation working to fulfill its Mission and Vision by enabling staff and teams to effectively carry out their ministries.

Our ideal candidate will:

- Be detailed oriented and able to keep track of a wide range of people and projects
- Have extraordinary communications skills and comfort with a “customer service” orientation
- Respond to duties in a timely manner and be able to meet deadlines consistently
- Have experience working with a wide age range of people
- Demonstrate flexibility in working with members and clients who are not tech savvy
- Be proficient with digital tools, (experience with our current suite of tools especially helpful: QuickBooks, MailChimp, Microsoft Office, Google Drive, WordPress, Zoom, Breeze, Canva)
- Have experience managing an organization’s social media presence
- Have experience supervising volunteers
- Have office management experience
- Demonstrate the ability to give and receive constructive feedback
- Be able to hold others accountable in a spirit of love and acceptance
- Have experience working in a non-profit or other mission-driven organization
- Be willing to join and participate in professional development through the Association of Unitarian Universalist Administrators

Essential Functions

Note: Many of the tasks from this comprehensive list can and should be delegated to volunteers (as availability and skillsets allow), who the administrator then supervises.

Leadership Support:

- Meet regularly with the Minister and the Board President and Executive Committee members as necessary.
- Prepare monthly Board packets and annual Board orientation materials.
- Provide information to the Treasurer for budget preparation.
- Attend Board and committee meetings as requested.
- Prepare monthly Administrator’s report for the Board on membership changes, rentals, and other items of interest.
- Maintain an up-to-date document of policies and procedures for all congregational functions.
- Perform other duties as required by the Minister or the Board.

Financial:

- Receive and assign to proper accounts all monies for deposit each week in the Congregation’s accounting application; responsible for weekly bank deposits.
- Manage electronic fund transfers for pledge and rental payments.



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- Pay all bills and check requests; approve and secure signatures for checks, ensuring compliance with Board policy; indicate appropriate budgeted line item or temporarily/permanently restricted funds to be debited.
- Check monthly reports for errors or miscalculations; investigate and resolve discrepancies in financial statements in cooperation with the Finance Committee.
- Provide financial reports to committees upon request.
- Maintain current and accurate budget information as directed by the Finance Committee and Board of Trustees.
- Prepare periodic statements, to advise members of their pledge status, and make adjustments as requested.
- Attend Finance Committee meetings monthly, and supplemental meetings on request.
- Maintain confidentiality of UUCM's financial records.
- Recommend necessary insurance coverage and payment of premiums.

Facility and Rentals:

- Prepare and monitor rental contracts, prepare invoices, and oversee rental program, including site visits, pre-event walkthroughs, and communication for custodial services and facility attendant coverage.
- Manage rental program publicity, marketing, and advertising.
- Maintain master calendar of church events and building use, and participate in scheduling.
- Identify maintenance needs and coordinate needed repairs with the Facilities Committee.

Communications:

- Respond to public inquiries on the phone, e-mail, and walk-ins and represent the public face of the congregation, sometimes speaking on behalf of the Minister or congregation.
- Act as webmaster for the congregation's website, updating it regularly.
- Manage social media accounts, YouTube account, and any other online presence.
- Prepare weekly e-newsletter and occasional special announcements.
- Produce the weekly Order of Service, including creating digital slides, in collaboration with the minister and Worship Associates.
- Maintain and update bulletin boards in the church building.
- Prepare, distribute and maintain records of other documents as needed, including the congregation's annual report.
- Sort and distribute mail.

Administration and Management:

- Recruit, train, and supervise volunteers.
- Supervise the Bookkeeper and delegate financial duties as appropriate.
- Supervise the custodial and landscaping services.
- Coordinate purchasing and other administrative needs.
- Maintain membership directory, pledge records, and mailing lists.
- Maintain operation and availability of office equipment and office; order office supplies as needed.
- Submit timely reports to appropriate governmental agencies, under direction of the Treasurer or the Board.
- Recommend changes in office operational procedures, as necessary.

Human Resources:

- Work with payroll service to ensure accurate and timely payroll is completed; enter payroll data into payroll service's online application; liaison with payroll service.
- Be aware of and communicate labor law changes to Minister and Personnel Committee.
- Act as church's Benefits Administrator, in collaboration with the Personnel Committee.
- Run background checks on new hires and volunteers.



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- Maintain confidential staff personnel files.

Core Competencies

- **Teamwork:** Collaborates and communicates clearly and effectively with others; understands that staff teams are interdependent; creates a climate in which people want to do their best; shares ownership and visibility; takes an interest in the health and vitality of the congregation as a whole; demonstrates flexibility in changing circumstances and working with a range of personalities and groups.
- **Hospitality:** Is a welcoming presence for members, friends, visitors and rental clients of the congregation.
- **Creativity:** Engages in fresh thinking; willing to experiment and see failure as part of the process; approaches challenges from multiple angles; inspires creativity in others.
- **Integrity:** Is widely trusted, direct, and truthful; maintains appropriate confidences; adheres to a set of core values that are in alignment with Unitarian Universalist principles, and lives in accordance with those values; abides by professional codes of conduct.
- **Self-Awareness:** Is conscious of their own reactions to situations and systems; understands unconscious bias; is committed to multicultural learning and anti-oppression work; cultivates personal spiritual growth; has a realistic understanding of their own gifts and challenges.
- **Discipline:** Follows through on commitments; self-motivated; sets and meets deadlines; establishes priorities and delegates appropriately; manages time effectively; asks for support when needed.
- **Problem-Solving:** Uses a combination of experience, research, and intuition to explore solutions for difficult problems. Looks beyond the first answer; handles complexity and competing demands on resources with skill, diplomacy, and grace; considers the long-term consequences of decisions.

To Apply

Please submit a letter of interest, resumé and at least two references to Rev. Marcus Liefert at revmarcus@uumarin.org. Applications will be received until the position is filled.

The Unitarian Universalist Congregation of Marin is committed to creating a diverse and inclusive community and does not discriminate with regard to age, race, color, ethnicity, national origin, gender identity or expression, affectional or sexual orientation, marital status, abilities, or socioeconomic status.