

Office Administrator Job Description

Reports to: Parish Minister

Directly Supervises: Part-time Sextons (3), part-time Administrative Assistant (1), part-time Livestreaming Technicians (4)

Status: (full time - 40 hours per week)

FLSA: Exempt/Salaried

Effective: May 20, 2025

Job Summary

The Office Administrator oversees a wide range of administrative, financial, and communications functions necessary to the effective operation of the Winchester Unitarian Society (WUS). The Administrator also collaborates with congregational leaders in promoting WUS events and ministries and welcoming and integrating newcomers into congregational life.

Communications: This position is responsible for effectively managing congregational communications, within and beyond the community. The Office Administrator is a member- and public-service role, assisting through in-person conversations, on the phone and through email. As a key full-time staff presence at the WUS, this position is a crucial component in our goal to be a welcoming and appreciative setting, to offer a positive environment for members, volunteers, staff and the community-at-large.

Building and Staff Management: The position is responsible for coordinating and directing the work of part time sexton (janitorial) staff and assuring that the building is in ready condition to support the worship, volunteer, and community activities of WUS. The Administrator facilitates and maintains relationships with building tenants. This position is further responsible for supporting and directing the work of the part-time Administrative Assistant in bookkeeping and other administrative tasks.

Position Responsibilities:

1. Provides coordination and management of communications within WUS, oversees the preparation of weekly and intermittent newsletters, worship materials, and letters/communications to the congregation; with the Administrative Assistant, responds to and manages incoming calls and emails.
2. In collaboration with the minister, staff, and volunteers, assists in creating an effective presence for WUS on social media; maintains and updates that on-line presence.
3. Works with the Membership Committee in overseeing data entry by Administrative Assistant in tracking visitors and new members; supports the organization of Sunday volunteers by maintaining a Volunteer spreadsheet.
4. Works with Clerk of the Society to update Membership Rolls annually.
5. Manages the church office, ensuring coverage of open hours and communicating deviations from regular schedule due to holidays, closure due to weather, etc.
6. Supervises the Administrative Assistant in the maintenance, accuracy and compliance of the full range of financial and bookkeeping functions related to congregational financial records.
7. Oversees and manages files pertaining to personnel functions, records and processes.
8. Supervises the day-to-day work of sextons and administrative staff; prepares work schedules to assure coverage as needed whether for regular or occasional requirements; provides guidance and performance feedback that facilitates effective communication, enhances morale and performance,

and allows for the smooth integration of staff efforts.

9. Manages day-to-day aspects of building and facilities management; oversees the performance of various facilities contracts for systems such as sprinklers, emergency lights, elevators, lifts, fire alarms, trash and snow removal; works closely with the Building Committee and/or lay leaders in identifying problems and resolving facilities issues.
10. Manages church calendar and coordinates logistics for congregational and rental events
11. Serves as the primary point of contact for ongoing tenants; recruits new tenants to rent facilities as needed
12. Supervises and works with Livestreaming Technicians to ensure high quality broadcast of Sunday worship services.

Knowledge and Skills Required

1. Ability to interact successfully and collaboratively with a wide range of people.
2. Experienced and skilled in using Microsoft Word, Excel, Google Suite, Mail Chimp, Zoom, and Quick Books; knowledge of Breeze Church Management System a plus.
3. Experienced user of social media and demonstrated ability to use such platforms.
4. Skill and knowledge in basic bookkeeping functions.
5. Proven communication skills and success in working with a diverse set of colleagues including volunteer leaders
6. Ability to organize time and projects for oneself and assist in coordinating the efforts and priorities of staff to assure completion of work and effective resolution of concerns or conflicts.
7. Knowledge of and experience in maintaining strict confidentiality of data, records, and personal information of staff, volunteers, and members as needed and required; must have an exceptionally high degree of discretion.

Preferred But Not Required

1. 3-5 years office administration experience
2. BS/BA degree
3. Familiarity with Unitarian Universalism