

## Church Administrator

The First Unitarian Universalist Society of Albany (“Albany UU”) strives to be a welcoming, inclusive, and theologically and philosophically diverse congregation. With over 300 active members, we are a vibrant community united through life affirming values centered on love and a quest for social justice. As an anti-racist liberal religious community, we seek to foster caring and compassion both among ourselves and as a way of attending to the challenges of our complex, changing world.

We seek a Church Administrator who will be at the hub of a busy congregation. The successful candidate must possess strong leadership skills to work with multiple teams of volunteers and staff and demonstrate excellent administrative skills and abilities. They must be self-motivated and able to manage time effectively. They need high-end organizational skills, competency in prioritizing tasks, and proven ability to effectively energize others who are engaged in the work to sustain and grow this healthy congregation. The Administrator will have to apply multiple professional and interpersonal skills, and we firmly believe will find equal and multiple rewards in working with our vibrant, engaged, and progressive congregation.

### Detailed Job Description

#### Administrative Responsibilities:

- Collect, edit, and plan distribution of internal and external publicity for congregational activities, meetings and events using email, posters, Sunday bulletin announcements, social media, press releases, etc.
- Manage human resources (payroll service, insurance administration, disability, workers compensation, record maintenance)
- Supervise Administrative Assistant, sexton and custodial contractor.

- Monitor facility for custodial and maintenance needs and managing volunteers' and contractors' repairs and maintenance.
- Coordinate support for governance, committee, team, and volunteers.
- Support recruitment and training of volunteers.
- Manage office and computer equipment, upgrade and repair.
- Budget for office equipment, supplies and support services.

#### Congregational Life Coordination Responsibilities:

- Develop methods and strategies for congregational membership growth with assistance of Congregational Life Team.
- Collaborate with Outreach Team to support attraction and inclusion of a wide diversity of adults, families, children and youth.
- Facilitate the welcome of visitors and new members into training orientations, congregational activities and social networks.

#### Skills:

- Supervisory skills and experience
- Personal warmth and excellent interpersonal skills
- Skill in multicultural and intergenerational relations, facilitation, collaboration and group dynamics.
- Strong communication skills, including writing, speaking, and listening.
- Alignment with Unitarian Universalist principles and philosophy.
- Ability to develop and manage departmental budgets.
- Ability to work comfortably with computer application software and database systems.
- Computer software competence with
  - Microsoft Office products (Word, Excel, Publisher, Outlook, PowerPoint)
  - Google Office suite (Doc, Sheets, Slides, Gmail)
  - Zoom, Skype, Teams

- Website editing/maintenance with Word Press
- Social Media Platforms: Facebook, Instagram, Twitter, etc.
- Church Management Software (ChurchDB a plus)

Salary: \$50,000 + benefits

Websites: Albany UU <http://albanyuu.org>

Unitarian Universalist Association <https://uua.org>