

*United Church in University Place (United Church of Christ and United Methodist) seeks a part-time church office administrator (up to 14 hours per week, typically three mornings). This individual supports the work of our welcoming and justice-oriented congregation and pastor by managing communications, coordinating building access, and maintaining church records.*

*Qualified candidates will hold at least a high school diploma or equivalent and have three year's administrative experience, with competency in Microsoft Office products. To apply, email a cover letter and resume to Chair, UCUP SPR Committee at [dawnseymour@gmail.com](mailto:dawnseymour@gmail.com). No in-person applications or phone calls, please. We are seeking applicants external to UCUP. Hourly wage dependent on qualifications. Position open until filled. Full job description attached/below.*

#### **Purpose**

To provide clerical and administrative support as needed by the pastor, church officers and committee chairs in accomplishing the work of United Church in University Place.

#### **Accountability**

Supervised by the church pastor on a day-to-day basis and accountable to the Staff Parish Relations Committee for overall job performance.

#### **Responsibilities**

- Provide a **welcoming presence** in the church during office hours by answering the phone, greeting visitors, and handling or referring questions or requests. Maintain outgoing phone messages.
- Handle church **correspondence**: open, sort and deliver mail; respond to emails and voicemails. Work with the pastor and volunteers to complete day-to-day tasks.
- Support the pastor in creating, printing, and folding the weekly **Sunday service bulletin**, inserts, and any additional bulletins for special services.
- Maintain **church calendar** on Google and office wall. Coordinate with church officers and committee chairs for meetings, space and other needs as requested.
- Coordinate use by **outside groups** with approval of the Facilities Chair and the pastor. Act as point of contact for the Narrows Co-op Preschool communicating with the UCUP designated liaison. Track insurance certificates.
- Manage building **keys**: USPS mailbox keys.
- Track, complete and/or notify appropriate committee chair of all necessary **yearly inspections** (i.e., fire extinguishers inspected, Fire Code certificate).
- Maintain, track and ensure all necessary background checks and awareness trainings have been completed through **MinistrySafe**.
- Request and edit monthly **newsletter** articles and create newsletter layout with pastor's input. Distribute newsletter through all-church email and prepare printed copies for mailing. Take to post office for bulk mailing.
- Update **church website** as needed. Add monthly newsletters, create home page "sliders" for current church events and/or other advertising efforts.
- Gather information for the **denominational annual reports** (UCC and UMC) and the church annual report to the congregation. Gather and track all necessary reports; assemble, copy, distribute and file.
- **Produce letterhead, brochures, registration slips, pledge cards, forms, church directory, etc.**

- Maintain current **roster of members** on multiple platforms (outlook and google contacts); update contact information regularly and produce mailing labels and email lists as needed.
- Provide names and contact information for **visitors** to the pastor and Congregational Care committee. Maintain paper and electronic church records and files, including but not limited to: worship attendance, membership, baptismal and weddings. Create certificates as needed.
- Oversee use of **photocopier** (rented?); keep supplies on hand. Order and maintain stock of janitorial and office supplies.

#### **Deposits and Payroll**

- Record deposits and payroll journal entries in **QuickBooks**. Write checks as needed. Work closely with UCUP Treasurer throughout entire receival/approval/paid cycle of each bill, and assist in producing financial reports; support annual audit requests.
- Request, track and ensure all approvals have been received by appropriate committee chair prior to paying a bill.
- Maintain **financial excel spreadsheet** tracking all bills and check requests sent to church via email, mail or in person. Input all paid bills into QuickBooks.
- **Scan and save a digital copy** of each bill/check paid. Double check at end of each month that a digital copy exists for every bill paid.

#### **Skills and Qualities Desired**

- Excellent written and verbal communication skills and attention to detail
- Ability to work independently as well as cooperatively
- Ability to maintain confidentiality
- Maintain a pleasant and welcoming attitude

#### **Minimum Qualifications**

- High School Diploma or Equivalent; college credits/degree a plus
- Three years' experience as an administrative assistant or in similar support role
- Proficient in written and spoken English
- Competent in Microsoft Office (Word, Excel, Publisher, Outlook) and Google Docs
- Willingness to learn QuickBooks for light bookkeeping
- Valid ID

#### **Status**

- Part-time, 12 hours per week; 9 AM to 1 PM on three weekdays.
- Paid Vacation: four days (one week) in first year, scheduled in advance; eight days (two weeks) in second year; twelve days (three weeks) after completion of fifth year.
- Ten paid holidays: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day
- Sick Leave accrued at one hour per each 40 hours worked (or current state-mandated rate); available after 30 days of employment; can roll over up to 40 hours.
- Additional unpaid leave negotiable with the Pastor in the case of illness of self or need to care for family members.

#### **Wages and Benefits**

Part-time hourly position, wage dependent on qualifications, starts at \$16/hour. No benefits other than paid leave noted above. Mileage and expenses for church business will be reimbursed.