

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. 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 receipt/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.