

ALBANY UNITARIAN UNIVERSALIST

405 Washington Ave., Albany, NY 12206

We welcome everyone. Our Unitarian Universalist community seeks truth and deeper meaning, pursues justice through inspired action, and cultivates compassion and love for all connected by the web of life.

--Albany UU mission statement, adopted May 18, 2014

JOB TITLE

Administrative Assistant

ACCOUNTABILITY AND OVERSIGHT

Reports to Church Administrator

POSITION STATUS

0.5 FTE: 20 hours/week, Wage: \$15.00 to \$16.00 per hour

POSITION SUMMARY

The Administrative Assistant has responsibility in the areas of building use and rentals, communications and general clerical support. S/he is the face of Albany UU for callers and visitors. S/he will work with members and staff to achieve Albany UU's mission and objectives. S/he will serve as backup for the Church Administrator as needed.

JOB DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

GENERAL

- Receive, screen, direct calls, mail, email, and visitors
- Maintain and update church database (membership, calendar, eGroups)
- Layout, printing of order of service and other publications as needed
- Coordinate sign-ups for and communication with Sunday volunteers
- Manage office supplies and equipment, order janitorial supplies
- Filing and archiving (electronic and paper)

FINANCIAL

- Maintain accounts payable files for building rentals

FACILITY AND CALENDAR COORDINATION

- Manage outside rentals and Albany UU room requests including event set up and custodial needs in coordination with Church Administrator.
- Manage key fob system

SKILLS, ATTRIBUTES AND EXPERIENCE REQUIREMENTS

- Computer literacy and keyboard skills including demonstrable skills in Microsoft Word and Excel, page layout (Publisher a plus), and ability to learn ChurchDB.
- Good verbal and telephone skills; comfortable working with people from all walks of life
- Ability to work well with others
- Ability to prioritize work in a multi-tasking environment
- Excellent organization skills, detail oriented, accurate

SEND RESUME TO

Amy Lent, Church Administrator
Albany Unitarian Universalist

by email (preferred):
employment@albanyuu.org

by mail:
405 Washington Avenue, Albany, NY 12206

by fax:
518-463-1429

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