

## **Position Description**

### **CHURCH ADMINISTRATOR, Unitarian Universalist Church of Fargo Moorhead**

The Unitarian Universalist Church of Fargo Moorhead is seeking a Church Administrator to join our creative, collaborative team. The Church Administrator plays an instrumental role in the effective operations of our growing Unitarian Universalist community. ([www.fmuu.org](http://www.fmuu.org)).

The Church Administrator reports to and supports the minister, and works collaboratively with board of directors, staff, lay leaders and volunteers to support the flow and infrastructure of the congregation. Responsibilities include financial and administrative oversight, in-reach and outreach communications, scheduling and coordination. Optimally, work hours include a presence at least one Sunday service per month, as this position calls for interaction with volunteers, vendors, leadership and staff; affable and effective communicative skills are important.

The position is FLSA Exempt: 20-30 hours per week. Compensation will be determined according to UUA Fair Compensation guidelines with commensurate benefits.

**Starting Date:** March 1, 2021

#### **Job expectation include, but are not limited to**

- Efficient in managing and completing standard administrative tasks; managing facilities; purchasing; communicating with members and maintaining membership roles, and supporting the board of directors, including preparation and oversight of administrative budgets.
- Knowledgeable about and skilled in office data bases and applications for computers, (the FMUU office requires the use of multiple applications including Office Suite, MailChimp, and Church Windows).
- Proficient in writing; competent at spelling, editing and basic communication principles.
- Able to coordinate rentals, vendors and maintenance projects for a small historic building.
- Strong time management and problem solving skills with the ability to prioritize projects and tasks.
- Knowledgeable about church fiscal operations and able to complete income/expense tracking, weekly reporting and communicate with the accountant a timely fashion.
- Able to manage social media posts and other communications such as monthly newsletters and weekly updates, bulletins and reminders.

#### **Preferred Qualifications**

- Two to four years administrative experience in a professional environment.
- Excellent communication skills, self-starting and collaborative, with a positive demeanor and demonstrated cultural competency.
- An appreciation of UU values and high personal integrity.
- Strong interpersonal skills with demonstrated ability to establish good working relationships with the wide range of people interacting with the church on a daily basis.
- Ability to maintain confidentiality regarding all records of the church, staff and members.

**Applicants are asked to send a cover letter and a resume to [fmuu@fmuu.org](mailto:fmuu@fmuu.org)**

**Applications are accepted until the position is filled.**

*BIPOC and LGBTQAI+ people are encouraged to apply.*