

Draft 2-21-16
JOB DESCRIPTION

CONGREGATIONAL & COMMUNICATIONS ADMINISTRATOR

Community Unitarian Universalist Congregation at White Plains, NY

1. **JOB TITLE:** Congregational Administrator (CCA) of the Community Unitarian Universalist Congregation (CUUC).

2. **F.L.S.A. STATUS:** Under the Fair Labor Standards Act (FLSA), this position is exempt (salaried).

3. **STATUS OF POSITION:** This is a full-time position (equivalent to 40 hours per week). Two evening meetings a month would be expected (with compensating time off).

4. **REPORTING RELATIONSHIP:** This position reports to and is accountable to the Minister. If the Minister is on sabbatical or CUUC is without a minister, this position reports to the Chair of the CUUC Board of Trustees (Chair) unless the Chair designates someone else as temporary supervisor for this position. All actions taken in pursuit of this job description must conform to the laws, rules, and statements of the State of New York, the Articles of Incorporation of CUUC, the Bylaws of CUUC, and the Board-approved personnel policies of CUUC as described in the current version of the CUUC Policy and Procedures Manual and the CUUC Personnel Manual.

5. **POSITION SUMMARY:** The CUUC CCA performs a wide variety of administrative and secretarial tasks to create and maintain an efficient and professional office environment to support the Minister, staff, and members in carrying out the ministry and mission of CUUC. On weekdays, the CCA is typically the general public's first point of contact with CUUC, so a friendly, helpful disposition to members and general public alike is essential.

6. **ESSENTIAL FUNCTIONS OF THE POSITION:** *(The "essential functions" are the central tasks that must be completed by the employee in the day-to-day execution of this job. Essential functions are duties inherent to the position. This is WHAT the employee is expected to do.)*

A. Communications Support

- a. Prepares key communication materials (order of service, weekly e-Communitarian, quarterly newsletter, monthly Journey Group packets, etc.)
- b. Maintain all social media platforms such as website, blogs and Facebook Postings, and Meetup event listings
- c. Collect, assemble, and issue the Congregational Annual Report
- d. Other communication tasks as assigned

B. Computer Applications and Data Management

- a. Maintains CUUC membership and visitor data base
- b. Maintains CUUC Events Calendar
- c. Maintains Leadership Directory
- d. Maintain CUUC data in UUA's and Metro NY District database
- e. Produces reports (e.g. families by zip code, attendance, etc.) as needed

C. Executive Assistance to Minister & Other Staff

- a. Oversee Minister's Calendar
- b. Maintain official minutes and reports from all board meetings & congregational meetings
- c. Prepare binders for incoming Board members containing by-laws, policies, and committee charters.
- d. Prepare requested documents for staff and lay leaders including the Board Chair, Treasurer, Secretary, Chair of Nominating and Leadership Development Committee, Chair of Committee on Ministry, Chair of Buildings and Grounds, and Chair of Rental Committee.
- e. Maintain By-laws and Policies, as amended from time to time

D. Facilities/Events/Rentals

- a. Work with chairs of Buildings and Grounds Committee and Board of Trustees to establish short term and long term building improvement needs. Assist with preparing recommendations and estimates for building and grounds work;
- b. Supervise custodial services;
- c. Make repair arrangements for emergency repairs and minor nonemergency repairs
- d. Makes and communicates all necessary room assignments
- e. Work with Chair of Rentals Committee to establish success and needs of rental agreements; Maintain congenial relations with renters and oversee compliance with terms of rental contracts

E. General Office Duties

- a. Provide a courteous and professional initial point of contact for those with questions about CUUC and those who conduct business with CUUC
- b. Negotiate contracts for all vendors, including supplies and copy machine service; oversee the maintenance of all office equipment.
- c. Other tasks as assigned

7. QUALIFICATIONS FOR THE POSITION.

The position requires a Bachelor's degree; Three – five years of experience in a religious organization or similar non-profit administration preferred

8. PHYSICAL REQUIREMENTS AND WORKING CONDITIONS.

Working conditions include an office space at CUUC. All work time, except for occasional errand-running, is on-site. NB The CUUC building is not currently fully handicapped assessable.

9. CORE COMPETENCIES OF THE POSITION: *(The "core competencies" describe the employer's expectations about the basic character attributes, skills, and abilities of the employee with this job. This is HOW the employee is expected to conduct himself/herself as s/he executes her/his responsibilities.)*

9.1. Technical Expertise:

- Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job, including ability to proficiently use word processing, spreadsheet, desktop publishing, database, email, and social media.
- Understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

9.2. Attention to detail.

- Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items.
- Tracks and resolves unanswered questions needed to address a problem.
- Keeps the larger picture in mind while tending to the smallest of details.

9.3. Time Management:

- Is able and willing to focus time on tasks that contribute to organizational goals.
- Uses time effectively and efficiently; demonstrates flexibility
- Values time and respects the time of others.
- Concentrates efforts on the most important priorities; can appropriately balance priorities.

9.4. Oral Communication:

- Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand.
- Adjusts the message, without losing the essence of the message, depending upon the circumstances and the listener.
- Conversational Spanish a plus

9.5. Written Communication:

- Is able to write clearly and succinctly.
- Employs correct grammar, punctuation, and patterns of speech.
- Clearly delivers message in a tone appropriate to the context.

9.6. Helping Orientation.

- Demonstrates concern for and attends to the needs of the congregation's internal and external constituents.
- Projects a sense of empathy and understanding when dealing with members and friends of the congregation.
- Is able and willing to supply answers and resources that others find satisfying.

9.7. Organizational Knowledge.

- Knows how to get things done through formal and informal decision-making channels.
- Can maneuver through political situations effectively.
- Anticipates organizational barriers and plans approach accordingly.

9.8. Team Orientation:

- Demonstrates interest, skill, and success in team environments.
- Promotes group goals ahead of personal agendas.

- Steps up to offer self as a resource to other members of the team.
- Understands and supports the importance of teamwork.
- Shares credit for success with others.
- Takes responsibility for her/his part in team failures.

9.9. Personal Resilience.

- Can effectively cope with change and uncertainty.
- Can shift gears comfortably.
- Can decide and act without having the total picture.
- Isn't upset when things are up in the air.
- Can comfortably handle risk and uncertainty.
- Is flexible.

9.10. Accountability.

- Is able to function well, effectively, positively, and creatively within a relationship of accountability to a supervisor.
- Is able to work collegially and flexibly with other CUUC staff members and volunteers in a spirit of mutual accountability.