

Administrative Assistant

Job Description

Reports to: Robie Evans, Director of Operations

Effective: April 1, 2023

Status: Part-time (20 hours); four days per week/five hours per day

FLSA: Non-Exempt

Job Summary

The Administrative Assistant position is essential to supporting the professional ministerial leadership of the congregation and ensuring the well-run workings of the office by also supporting the administration/program staff and volunteers. This position is central to creating a welcoming atmosphere for all in the office. Incorporating the church's mission and anti-racist/anti-oppressive focus into all areas of the position's essential functions and responsibilities. The Core Competencies listed below are considered essential for the fulfillment of this position.

Essential Functions (please note that the order of tasks demonstrates the order of priority for work plan)

- Compiles, designs and publishes "Order of Service" and worship service Powerpoint presentation for both Hillcrest and South Bay campuses weekly working with worship staff
- Compiles, designs and publishes "Google Slides" for worship service: presentation for both Hillcrest and South Bay campuses weekly working with worship staff
- Co-responsible for livestream, camera work and slides during Sunday worship services
- Fulfill requests for Administrative support from Lead Minister, Assistant Minister and the Director of Operations

Other Responsibilities

- Prepare agenda and email notifications for weekly staff meetings
- Provide training and back-up for volunteers answering telephone calls to church and directs calls to appropriate staff person, as well as front desk greeting protocol for in-person visitors.
- Orders and stocks all office supplies (as well as some janitorial supplies) for both campuses.
- Record and post monthly outgoing voicemail message. Check incoming Church voicemail messages daily and follow up as necessary.
- Process and distribute incoming and outgoing mail.

- Assist program staff with support requests as time and work plan allows
- Prepare weekly timesheets for hourly staff
- Assist Scheduler with in-office printing as needed
- Publish quarterly membership directory
- Maintain information for the Wheel of Life each year
- Design and publish Orders of Service for Celebrations of Life as needed
- Other duties as requested

Minimum Qualifications and Expectations

- Strong computer skills and knowledge of /experience with graphics, mail merge, database, and various software programs including Microsoft Office Suite, and specifically Outlook, Word, Excel, Publisher, and Powerpoint; internet savvy
- Strong customer service skills
- Has pleasant phone manner
- Basic Technology / IT skills and knowledge preferred
- Strong time management skills
- Will meet with supervisor biweekly for up to one hour regarding regular supervision of work plan
- It is expected that the person in this position will set appropriate boundaries to accomplish their workload
- It is expected that this position will engage in a responsible work day that honors the labor law by leaving the work area for 30 minutes at one time and taking two 10-minute breaks away from work area

Physical Requirements

- Able to move freely in and out of different venues (patio work, share office space, various size rooms)
- Must have the physical ability to lift and carry up to 30 lbs.
- Able to speak in a public forum

Core Competencies

Organizing. Can gather and organize resources (people, materials, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; strong computer skills; can use resources effectively, efficiently and creatively.

Planning. Accurately assesses the length and difficulty of a project; sets goals for work projects; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems; pays attention to details and big picture; evaluates results.

Managing vision and purpose. Understands basic Unitarian Universalism; knows the mission of First UU Church of San Diego and understands how this position supports that mission.

Supports volunteers. Is able to support volunteers for a well maintained office; delegates tasks appropriately to office volunteers; encourages volunteers in their work; maintains open and active dialogue with volunteers; communicates expectations and needs for projects clearly.

Managing conflict. Deals with problems quickly and directly; steps up to conflicts and sees them as opportunities; can read a situation quickly; focuses on listening; settles disputes collaboratively; finds common ground and encourages and gets cooperation.

Interpersonal relationships. Relates well to all kinds of people, inside and outside the church; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; has training in multi-cultural understanding; is regarded as a team player, is self-aware and can set boundaries for her/himself in this position.

Trust and integrity. Is experienced as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.

Additional Information:

Must be able to work Sundays. Hours will be Sundays: 8:30 am – 12:30 pm and Tuesday, Wednesday, Thursday, 9:30 am - 2:30 pm.

Salary range: \$20.00/hr / \$22.50/hr

Application procedure: Submit cover letter, resume and two letters of reference; Electronic submissions only (careersfirstuud@gmail.com). Reference “Administrative Assistant” in the subject line. No phone calls please.

Benefits: Full medical coverage, standard vacation and holidays per employee handbook. All resumes will be held on file for consideration for 12 months from date of receipt. Equal Opportunity At Will Employer.