

Unitarian Universalist Church of Belfast
P.O. Box 452
Belfast, Maine 04915

2017 Application for Administrative Assistant

Thank you for contacting us. We welcome your interest in this position! Please take time to review the full job description and do not hesitate to ask any questions you may have.

Interested candidates are asked to provide the following application materials:

- A cover letter stating why you are interested in this position.
- The completed application form (part of this document).
- A resume indicating your education and experience.
- Two (2) letters of recommendation that attest to your qualifications for this position.

Please submit all materials electronically to Marty Daniels at mertsquirt@twc.com. If you have questions please call or text (207) 930-9405.

Completed applications must be received by Oct. 15, 2017. We anticipate conducting interviews in late October for the position to begin Nov. 1st, 2017.

Thank you for your interest!

Contact information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Email _____

Position Interest/Experience

1) Describe your experience as an administrator. _____

2) Please list all computer competencies (Microsoft Office, data base and web site maintenance, etc.).

3) What qualities do you think are most important in an Administrative Assistant?

4) Please describe your familiarity with Unitarian Universalism and with UU principles and sources.

5) Please describe any experience you have with publicity and communications management.

6) What other interests or expertise would you like to share with us that might relate to this position, or that would tell us more about you?

Professional qualifications

Resume attached _____ Post secondary education _____

Other _____

Years working as office manager or administrative assistant _____

Other relevant work experience _____

Interview Availability

Daytime _____

Evening _____

Please attach additional sheets as necessary. Thank you!

Unitarian Universalist Church of Belfast
P.O. Box 452, 37 Miller Street, Belfast, Maine 04915
(207)338-4482, uubelfast.org

Administrative Assistant Job Description

Reports to: Minister, as supervisor
Collaborates with: Management Team
Time Commitment: 14 hours per week
Compensation: Hourly

Job Summary

The Unitarian Universalist Church of Belfast is a welcoming liberal, socially active religious community open to all with inquiring minds. The Administrative Assistant supports the mission of UUCB by providing administrative excellence and offering a spirit of hospitality to all who enter. UUCB's Administrative Assistant is responsible for managing the church's office. Duties include acting as receptionist, coordinating and scheduling church activities, maintaining the website, and miscellaneous seasonal tasks. The job description will evolve with the capabilities of the applicant.

The Administrative Assistant needs to be familiar with and behave in accordance with Unitarian Universalist principles and values. UUCB is an equal opportunity employer.

Desired Skills

Personal Skills: Friendliness, enthusiasm, flexibility, collaboration, organization, discretion and a desire to grow.

Technical Skills: Comfortable with Microsoft Office and basic Google applications. Experience with, and/or desire to learn, basic web site and data base maintenance, and print production.

Responsibilities

Receptionist: Welcome visitors, answer phone and email, and manage church business.

Administrative Duties: Tend to internal management of the church (pay bills, web site and data base maintenance, process and deposit the weekly collection, forward relevant information to church leaders, prepare and print order of worship, etc.)

Publicity Duties: List weekly services in the local print media, on website, and Facebook. Distribute press releases to local media and the web site.

Monthly: Chair monthly meetings of the church's Management Team, which deals with building rentals and building use; attend monthly staff meetings; and administer Shared Plate and Hannaford Cards inventory.

Annually: Prepare materials and mailings for the Budget Drive; produce and mail contribution statements; help prepare for Annual Meeting; produce the Church Directory; prepare end-of-year statements; assist with materials for Winter Solstice Celebration; update emergency procedures; produce print materials for church events; and tend to building functions and inspections as needed.

Compensation

Hourly compensation and benefits will be guided by the Unitarian Universalist Association (UUA) recommendations for fair compensation and will depend on skills and level of experience.