



The Unitarian Universalist Church of Canton
is hiring a
Congregational Administrator

This is a 24-hour/week position beginning late August or early September 2016.

The Unitarian Universalist Church of Canton, New York, is an active, vibrant, and religiously liberal congregation serving rural communities in Northern New York. The six-million acre Adirondack Park is just minutes south of Canton. The church founded one of four nearby universities, it plays a very active role in local justice work, and is exploring how spirituality will change as the climate changes. The church was founded in 1825 and has 207 active members with a wide diversity of spiritual practices and beliefs.

The church's Congregational Administrator fosters an effective and engaging flow of information within the congregation and into the surrounding communities, manages and processes the church's daily finances and membership records, and manages a robust building-use schedule and its maintenance. The Congregational Administrator also works with the church's leadership to present the church through social media, through pleasant and efficient interactions with congregation members and the public, and through attractive publications such as orders of service.

Accountability: The Congregational Administrator is supervised by the Minister.

Hours: 24 hours a week, including one evening meeting each month. Possibility for a flexible schedule.

Compensation: Competitive salary and generous benefits including health insurance, retirement, vacation, and paid holidays.

Responsibilities:

Office Administration

1. Maintain and update the church's member, friend, and Religious Education database, communicate with the denominational headquarters on membership changes, and publish a directory of members and their preferred contact information; distribute new guest registry information to membership committee;

2. Answer telephone and email during office hours (or oversee volunteer answering of phone and email), and forward phone messages, calls, texts, emails, and written correspondence to appropriate staff and volunteers;
3. Order supplies as requested by staff or as recommended by contract custodian.

Congregational Leadership Support

1. Schedule building use; arrange rental contracts and insure evidence of insurance coverage with outside groups; manage building-use requests from church committees and staff;
2. Keep the church calendar up to date and publically available;
3. Take minutes, copy materials, and file minutes and documents for Church Council and Council secretary.

Financial

1. Provide administrative and material support for annual pledge canvass; including pledge statements distributed throughout the year;
2. Prepare and record deposits;
3. Handle all expense bookkeeping, including paying bills, managing a petty cash fund and its reimbursements, and managing accountable reimbursement plans for staff and budgeted reimbursements for volunteers;
4. Handle income bookkeeping, including maintaining the database of pledges and contributions and organizing and recording the weekly deposit of cash and checks received;
5. Prepare and process payroll and employee benefits;
6. Manage contracted bookkeeping oversight and work with church treasurer to manage cash flow and operating budget.

Supervision

1. Supervise custodial staff /manage custodial contractor;
2. Manage weekly volunteer communications (e.g., reminders for greeters, coffee hour volunteers, etc);
3. Manage oversight of kitchen.

Communication

1. Type, format, edit, and copy weekly orders of service and Sunday announcements;
2. Attend monthly Communications Committee meetings to facilitate communication strategies for the congregation.
3. Format, edit, and distribute monthly newsletter;
4. Update the church website and weekly email distribution (via Constant Contact) with current calendar and event information;
5. Include daily schedule updates on entryway whiteboard.

Other duties as assigned by the Minister.

Necessary Qualifications: Bachelor's degree preferred. Applicants will have effective communication skills (including social media) and present a positive and welcoming presence to members and the public, will have project management skills, great comfort managing many details, bookkeeping skills (Quickbooks experience a plus) , and have an appreciation and respect for liberal religion.

APPLICATIONS: Please send letter of interest and resume to minister@uucantonny.org by August 19, 2016.