

Job Description

Tennessee Valley Unitarian Universalist Church

Position Title: Administrative Assistant	
Department:	Reports to: Director of Administration
Classifications: Salaried <input checked="" type="checkbox"/> Hourly <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> # of hrs/week: 30-40	
Summary Description:	
<p>Serves as Administrative Assistant, responsible for providing assistance to the Director of Administration, as well as clerical support, as coordinated through the Director of Administration, to the Senior Minister, staff, Board of Directors, Committee chairs and other congregation members conducting official church business.</p>	
Roles and Responsibilities:	
<p>Receptionist</p> <ul style="list-style-type: none"> • Opens the building Monday through Friday at 8:45am. Flexibility in work hours may be required. • Welcomes members and visitors to the building and provides advice and help for the accomplishment of routine activities. • Maintains a consistent, cordial demeanor to interact with church members and non-members in a professional and caring manner. • Articulates UU values with accuracy and in a positive manner. • Answers the telephone, transmits messages accurately and promptly, responds to calls or refers them as appropriate. • Responds to members of the community seeking assistance by utilizing Charity Check. • Operates church voice mail system and assists other staff in using it. • Keeps entrance lobby neat and well-stocked with standard information for visitors and items needed for Sunday morning. <p>Clerical support for church staff and committees</p> <ul style="list-style-type: none"> • Performs clerical tasks, including word processing, document layout, data entry, making calls, filing and duplicating church publications. • Schedules room usage by church groups and rental groups. Takes information on the particulars of weddings and other special events. Receives and tracks payment for rental groups. • Maintains accurate mailing list, newsletter list, church directory, UU World list. Is proactive in gathering information to keep membership data current. • Maintains "On Duty" lists on the "Information Central" bulletin board. • Maintains lists of event reservations, RSVPs, etc., as needed. • Produces Order of Service, coordinating with the Senior Minister, DLRE, Director of Music, and Worship Committee. • Produces special reports and labels from the church database as needed. • Uses the church's standard templates to create daily signs, nametags, orders of service, and other routine publications, and takes care to ensure that all correspondence and publications are neat and attractive. • Designs, creates and sends the church newsletter using Get Response newsletter template system. • Oversees the duplication and bulk mailing of newsletter, and supervises newsletter volunteers. • Prepares and sends other routine mailings. • Updates church website and social media outlets. 	

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- Keeps routine publications in stock.
- Monitors inventory of routine supplies as specified by the Director of Administration and places orders in a timely manner to keep office well-stocked at all times.
- Distributes mail.
- Operates office machinery and assists other users.
- Calls in routine repairs on copier and other equipment as specified by the Director of Administration.

Operation of the Church Secretary's computer systems and software

- Maintains own computer workstation, including back up of files, running utilities, and organizing files according to the requirements of network design.
- Uses network to access files of others as needed.
- Uses current software and learns new software as needed.

Performs other duties as requested by the Director of Administration, who will designate the work assignments and determine their priorities.

Candidate Qualifications and Competencies:

- Ability to work effectively in a team-oriented environment
- Maintains confidentiality with regard to TVUUC confidential records and communications
- Responds proactively to office duty requirements.
- Exceptional people skills
- Exceptional communication skills
- Well versed in Microsoft Office programs
- Well versed in marketing utilizing social media
- Compatibility with and ability to communicate the values, vision and mission of TVUUC
- Ability to create digital documents for general church operations.

Prepared by:

Signature:

Date:

Approved by: Sr. Minister

Signature:

Date:

Approved by: Personnel Committee Chair

Signature:

Date: