

Job description: Office Administrator
at First Congregational Church UCC of Burlington, VT

Reports to: Minister

Status: Full - Time

Hours: 30-35 hours per week

Office Open: Tuesday-Friday 10am-3pm

Sunday mornings: 8am-12:30pm:

Fair Labor and Standards Act (FLSA): Non-Exempt



To apply: Please send a resume and cover letter to First Congregational Church at:
abilton@firstchurchburlington.org

Summary: Responsibilities include serving as first point of contact for property rentals, managing the church calendar, managing staff schedules, coordinating church building maintenance, completing weekly order of worship and announcements, managing membership database, answering the telephone, referring messages and inquiries to staff members, welcoming and directing visitors, distributing mail and packages, providing office support to committee and team functions, and coordinating mailings and special projects.

Essential Functions:

- Provides warm welcome and assistance to all, in person, on the telephone, or via email, in a manner consistent with the ideals and values of our congregation.
- Deals in a sensitive manner with all individuals using the church facilities, makes referrals to staff and community resources as needed.
- Shows compassion and clear boundaries in day-to-day interactions with the vulnerable populations served by the church.
- Provide IT, AV and tech support for members and staff.
- Participate in prep for Sunday Worship.
- Assists Finance and Communications staff.
- Various HR responsibilities.
- Maintains records for programming, financial contributions and payment tracking, member communications, calendaring, historical documentation, minutes, and membership database.
- Sorts and distributes mail. Coordinates mailings.
- Maintains online church calendar, including all church-related activities and events, committee and group meetings, rehearsals, and building rental calendar.
- Following established safety and de-escalation protocol, follows up, collaborates with staff and clergy, and makes referrals regarding any safety concerns observed. (Involving non-members who frequent the property.)
- Orders needed office supplies for staff and all church activities.

Building Manager:

- Acts as main point of contact and decision maker for rentals.
- Manages security and custodial staff; including collaborating on supply needs.

- Special setup and custodial support as needed.
- In charge of records and events for Memorial Garden.
- Minor cleaning and maintenance periodically.
- Coordinates scheduling of routine, emergency, and non-routine building maintenance with Building & Grounds Team.
- Other duties as assigned.

Expected Qualifications:

- At least three years experience in a professional office setting.
- At least one year supervising employees and/or managing an office.
- Experience managing databases.
- At least one year in a customer service setting.

Demonstrates:

- Interpersonal skills in a high traffic, multitasking office situation, including utilization of multi-line phone systems.
- Technology savvy with a high level of proficiency in Microsoft Office applications (Excel, Outlook and Word, various social media platforms (YouTube, Facebook, Instagram) and virtual meeting platform Zoom.
- Excellent writing, editing and problem-solving skills.
- Attention to detail and logistics; time management skills.
- Self-directed ability to learn and seek relevant information.
- A high level of patience, sensitivity, confidentiality and adaptability.
- Ability to work as a positive and cooperative member of a team as well as supervise security and custodial staff to effectively schedule duties.
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Preferred Qualifications:

- Experience using Google Calendar to manage events and scheduling.
- Experience using Microsoft Office Suite and Mailchimp.
- Experience working in social justice.

Job Type: Full-time

Pay: From \$40,000.00 per year

Expected hours: 30 – 35 per week

Benefits:

- Health insurance; paid time off.

Ability to Relocate:

- Burlington, VT: Relocate before starting work (required)

Work Location: In person