

## POSITION DESCRIPTION

**Title:** Communications & Office Administrator (COA)  
**Reports to:** Administration & Finance Director (AFD)  
**Date:** 2/2024

**FLSA Status:** Hourly  
**HOURS:** 15/weekly

### Position Purpose

Oversees church communications; works with volunteers to promote clear and inviting messaging. Responsible for website updates and other church publications in coordination with Communications, Office Volunteers, Etc. (COVE). Performs other office tasks to support FPBUU staff and committees.

### Core Competencies

**Organization and Planning:** Organize people, funding, materials and support to accomplish multiple, concurrent goals and activities.

**Interpersonal Relationships:** Build and maintain effective and constructive relationships inside and outside of the congregation, communicating with clarity and sensitivity.

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Conflict Management:** Recognize and resolve conflicts effectively, applying principles of active listening and equity.

**Vision and Purpose:** Demonstrate commitment to and knowledge of Unitarian Universalist Principles and values as well as the mission of FPBUU.

### Essential Job Functions

**Program Support:** Resource for major office-related computer applications, including website, social media, public relations and database management. Supports the work of committees and groups of the church as needed.

**Volunteer Support:** Identify talent and recruit capable people into communication and office volunteer roles that match their abilities, while offering opportunities for growth. Communicate expectations clearly and manage accountability for results. Facilitate monthly COVE meetings.

**Administrative & Financial Responsibilities:** Oversee and collaborate with Communication, Office Volunteers, Etc. (COVE) volunteers to produce the weekly Order of Service for Sunday worship and the weekly e-newsletter. Sort and distribute mail in coordination with the AFD. Support systems of inventory. Support financial tasks, including but not limited to bank deposits with direction from AFD.

**Communications & Public Relations:** Develop and maintain church's publications, including our website and newsletters. Design and submit advertisements to local newspapers, online and special publications. Work collaboratively with program staff and volunteers to coordinate publications.

**Congregational Administrative Support:** Support the integration of visitors, members, and friends

into the life of FPBUU with emphasis on welcoming and inclusion by offering support such as tutorials and one-on-one help with software used to perform the work of the church.

**Property Management:** Manage rentals and space usage requests. Responsible for ordering office and maintenance supplies.

**Position Requirements**

<b>Skills &amp; Knowledge</b>	<b>Minimum Education</b>
<ul style="list-style-type: none"> <li>● Knowledge of general office administration, website management and cloud-based software.</li> <li>● Proven organizational and time-management skills with the ability to delegate.</li> <li>● Ability to use verbal and written communication effectively across all constituencies.</li> <li>● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.</li> <li>● Proficiency in the Word, Excel, Google Docs and Sheets, WordPress, Canva software; knowledge of database administration and a demonstrated capacity to become proficient in new platforms.</li> </ul>	<p>Either:</p> <ul style="list-style-type: none"> <li>● Associate or bachelor’s degree, preferred.</li> <li>● High School Diploma or GED required.</li> <li>● or the equivalent combination of education and business experience.</li> </ul> <p><b>Minimum Experience</b></p> <ul style="list-style-type: none"> <li>● Two to Four years of administrative experience, preferably in a religious or non-profit organization.</li> <li>● Experience working with other staff and volunteers.</li> </ul>