

POSITION OPEN

The Community Church of Sebastopol, a progressive, Open & Affirming congregation in the United Church of Christ, seeks a Congregational Administrator to join our collaborative staff team and provide excellent administration of our congregation's business functions.

Opening: February 1, 2020

Scope of Position: 32 hrs/wk

Pay Rate: \$25.00

Some additional benefits available

Start Date: April 2020

Schedule: Weekday office hours, occasional evening meetings

Email resume to: pastorbenjamin@uccseb.org

Essential Duties:

- Manages church office, assuring an orderly appearance and adequate supplies.
- Understands and communicates church policies clearly and consistently with diverse public.
- Provides hospitality by answering phones, greeting visitors, and managing a variety of office duties, including training and supervising office volunteers.
- Oversees use of the facility by maintaining the master facility calendar, administering use contracts, and coordinating with facility users.
- Produces digital communications, including updating website content, weekly bulletin and email, monthly newsletter, and annual report.
- Maintains church's database, updating member information, tracking attendance, creating reports, generating visitor letters, and producing membership directories.
- Supervises Custodian to provide cleaning, maintenance, and event set-up services.
- Supervises Bookkeeper to manage incoming payments and outgoing expenditures.
- Partners with Council Officer for Facilities in support of an excellent physical plant.
- Partners closely with the Staff Team, including attending weekly staff meeting.
- Completes other duties as determined by supervisor.

Minimum Requirements:

Education: High School diploma. Prefer college degree.

Experience: Prefer 5 years working directly with the public and managing the business affairs of a non-profit.

Skill: Require high proficiency with computer software, including Microsoft Office, social media, website management, and comfort adapting to new technologies.

