



Unitarian Universalist Society of Martha's Vineyard Job Description

Title: Administrative Assistant

Responsible to: Minister and President

Purpose: Provides administrative support by implementing office systems, procedures, and policies and monitoring administrative projects. Assists Minister, committees, other staff and the membership of the Society.

Status: Nonexempt, hourly

Work Requirements: Expected to complete tasks and responsibilities within an average of 7-10 hours per week. Workload in excess of 10 hours/week must be preapproved by the supervisors. Many responsibilities can be completed at home or other locations, but 4-5 hours/week are to be performed at the Chapel office on a routine schedule.

Qualifications/Skills:

- Interpersonal skills
- Confidentiality
- Professionalism
- Problem solving
- Organization (records, materials etc.)
- Detail oriented
- Writing/editing skills
- Technology management:
 - Intermediate or higher use of Microsoft Word, Excel, and Publisher
 - Software for church management -
 - Website information management
 - Social media management
 - Zoom
- Reliable attendance/presence

Duties:

1. Phones - Manage calls to and from office, maintain current answering machine message.
2. Mail – Pick up and deliver the Society's mail, open and sort mail, answer or forward mail to appropriate member.
3. Email - Review incoming email, answer or forward email to appropriate individuals.
4. Website/Social Media:
 - a. Maintain the Society website by entering calendar events including Sunday services, committee meetings, social events, building use etc..

- b. Manage content for the Society's social media according to UUSMV policy and procedures.
- 5. Weekly Order of Service:
 - a. Work with designated Worship Coordinator to identify information needed for the Order of Service
 - b. Email Order of Service to members/friends and enters information about the speaker and service on the web page.
 - c. Submits information regarding the Sunday service to local newspapers.
- 6. Assist Society's Event Coordinator in planning logistics, as well as advertising/publicity.
 - a. Create and send press releases for events to local media, including newspapers, radio stations and tv stations.
- 7. Provide correspondence, filing, copying, document preparation and distribution services for the Society at the direction of the Minister and President.
- 8. Building Rentals - Coordinate all aspects according to UUSMV policy. Provide notification of all rentals to the Parish Committee.
- 9. Edit and publish the Society's monthly newsletter after approval from Managing Editor.
- 10. Provide recordkeeping services according to UUSMV policy, and update procedures, by-laws and policies as directed by the Parish Committee.
- 11. Coordinate the UUSMV Bed & Breakfast program alongside volunteers.
- 12. Maintain membership records.
- 13. Security - Monitor computer systems and update as needed.
- 14. Support the Society's Treasurer by processing cash and check payments to the Society and making bank deposits.
- 15. Support the Religious Education Coordinator and the Music Coordinator as needed.
- 16. Prepare and send the Society's Annual Report.
- 17. Maintain office supply inventories.
- 18. Liaise with vendors such as Tisbury Printer, Carbonite, Website Consultant, etc.