



## **MVUUC Administrative Assistant**

**Date Created:** 4-11-21

**Last Revised:**

**Position Title:** Maumee Valley Unitarian Universalist Congregation (MVUUC)  
Administrative Assistant

**Supervised by:** Board of Trustee President and other board members as appropriate.

**Hours:** Part-time, 10-20 hrs/wk

**Schedule:** Flexible

**FLSA Status:** Non-exempt

**Pay Rate Range:** \$8.70-12 per hour depending on qualifications/experience

### **Position Description:**

Assists with overall management of the organization in such areas as communication, Sunday services, membership, office administration, and other delegated tasks as directed by the Board of Trustees.

### **Position Qualifications:**

- Awareness of and commitment to Unitarian Universalist Principles
- Strong organizational skills
- Strong communication skills
- Strong interpersonal skills
- Strong technology skills and ability/interest in learning more
- Strong time management skills
- Strong writing skills
- Demonstrates truthfulness and transparency
- Positive attitude and teamwork mentality
- Clear background check

### **Position Responsibilities:**

- *Communication:* Weekly email newsletter, Facebook posts, website updates, electronic sign
- *Sunday Services:* Contacts and assists the presenter with putting together the script for the upcoming Sunday Service. Finds any needed information for the presenter, such as readings, opening/closing words, music etc.

- *Hosting Sunday Service:* Host service via Zoom on Sundays at 11am
- *Communication/coordination:* May include contacting upcoming presenters, finding out their needs, providing them a copy of the script template, setting-up Zoom walk-through prior to Sunday with presenter and host.
- *Research:* May include finding readings, music, music performers, readers, etc. for upcoming service. Possibly writing or finding someone to write a UU connection.
- *Administrative Tasks:* May include copy/pasting all elements of the upcoming service into the script template, making sure everything needed is there, sending title and description of service to [news@mvuuc.org](mailto:news@mvuuc.org) by deadline.
- *Sunday Service Committee Delegated Tasks:* May include finding and scheduling visiting presenters and/or musicians.
- *Membership:* Assists with welcoming visitors, creates name tags, helps maintain membership list and directory, assists with finding outreach opportunities (i.e., educational/promotional events and materials)
- *Other Committee Delegated Tasks:* May assist other committees with tasks
- *Office Administrative Tasks:* May include picking up mail, answering/directing phone/email messages, printing, managing building service appointments, or organization of supplies/storage
- *Religious Education Support:* May include assisting the Director of Religious Education (DRE) periodically or covering for the DRE during Sunday services, when no other substitute can be found
- *Research:* May include tasks given by BOT or committee chairs/personnel (e.g. researching prices for needed items)

Note: Tasks will vary from week to week. The board president, the board, and the employee will discuss and agree upon reasonable expectations of tasks within the employee's paid hours.