

## Unitarian Church of Lincoln

<b>Title:</b>	Administrative Associate
<b>Reports to:</b>	Administrative Director
<b>FLSA Status:</b>	Non-Exempt
<b>Hours and schedule:</b>	15 hrs/week
<b>Salary:</b>	\$15/hour
<b>Date created or revised:</b>	May 2022

### Position Purpose

The Administrative Associate has a primary role in the day-to-day office functions and public interface of the Unitarian Church of Lincoln. This position plays a secondary role in office organization, financial management, and operations.

### Essential Functions

- **Financial Management:** Prepares weekly deposits and records transactions. Follows bookkeeping policies and procedures. Updates members' online financial records.
- **Office Management:** Works in conjunction with volunteer office staff to support public interface and prioritizing to meet the needs of the congregation.
- **Database Management:** Maintains the online membership database and prepares reports as needed.
- **Communication:** Assists with production of internal and external church communications, working collaboratively with the Administrative Director and volunteer office staff.

### Core Competencies

**Attention to Detail:** Diligently attends to many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the small details.

**Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.

**Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

## Qualifications

### Skills/Knowledge/Physical Requirements

- Proficient in Microsoft Business Suite (Word, Excel, Publisher, Access) and Google Suite (Docs, Sheets, Slides)
- Ability to type 75WPM or higher
- Working knowledge of a variety of social media platforms or a willingness to learn
- Excellent verbal and written communication skills
- Knowledge of and comfort with Unitarian Universalism (*note: membership is not a requirement, but applicants should be familiar with the Unitarian Universalist Association (UUA.ORG) and its core principles*)

### Experience:

- Experience with cash handling
- Experience with ten key data entry
- Experience with public interface/customer service
- Experience with database management
- Experience working (or volunteering) in a church or non-profit setting

### Education:

- High School Diploma
- Coursework in Database Management, Office Administration and/or Bookkeeping

*Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. We are committed to developing a diverse and talented staff team. If you are excited about this role, but unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.*

*The Unitarian Church of Lincoln (UCL) seeks to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, gender identity, marital status, national origin, age, disability, or other protected status. UCL fully complies with all applicable Federal, State, and local anti-discrimination laws.*