

## **Office Manager**

### **Beacon Unitarian Universalist Congregation**

**510 N. Leroux St**

**Flagstaff, AZ 86001**

**Beacon UU:** We are a progressive, non-creedal congregation that is spiritually open and intentionally inclusive.

Learn more at [www.beaconuu.com](http://www.beaconuu.com)

#### **Classification:**

Non-exempt under the Fair Labor Standards Act (FLSA). This is a part-time position.

#### **Salary/Pay grade range:**

This position is budgeted for a pay rate of \$15.00 per hour. The introductory period for this position is 120 days per Beacon Personnel Policy. Prorated leave and vacation time is provided according to adopted Beacon policies.

**Start date:** As soon as possible

**Hours:** 15 hours per week . During COVID, some work can be done remotely (terms to be determined with supervisor)

#### **Reports to:**

Minister of Beacon Unitarian Universalist Congregation.

#### **Summary/objective:**

The Office Manager provides support to the Minister, staff, leadership, and congregation by performing duties in a courteous and efficient manner. Keeps records, schedules, and produces publications. Provides hospitality and reception by maintaining a welcoming and responsive environment in person, via email, and on the phone. Computer skills are critical: the ability to update website, Constant Contact e-news and other functions.

**Essential functions:** *(These examples are illustrative only. The supervisor will work with the employee to set specific goals and priorities in writing at the time of hiring, periodically throughout the year, and at each performance evaluation, to occur at least annually.)*

The Office Manager oversees a broad range of functions. This is a diversified, multi-task customer service and hub position requiring the use of a range of skills. The Office Manager must have the initiative to anticipate, prepare for, and meet the needs and situations of the Beacon community, all while using good discretion. In specific:

- Assists the Minister, Director of Religious Education, Membership Committee, Music Director, and Building and Grounds chairperson as needed. Participate with committees and teams, as requested, and prioritized in consultation with the supervisor.
- Open and close the office on weekdays, as scheduled.
- Creates, coordinates and maintains a master calendar system in conjunction with the community. Produces mailings and notices for events in coordination with Board and committees.
- Maintains and secures files. Utilizes and maintains communication folders for Minister, staff, Board and committees. Organize and post minutes of Board and congregational meetings. Manages communications and protocol for congregational meetings, in conjunction with the Board.
- Works proactively to maintain accurate membership data base and records. Updates the directory of members and friends regularly in coordination with the Membership and Communications committees. Produces and posts yearly attendance sheet. Keeps an accurate membership count. Prepares and submits annual Certification of Membership to the UUA. Makes name tags for members and visitors.

- Does inventory, orders and purchases supplies as needed. Purchases postal supplies. Ensures that office equipment is maintained and repaired. Makes weekly deposits of funds.
- Creates and prints weekly Orders of Service, as well as weekly e-news, consistent with Communications Committee and Minister’s guidelines. Publishes events and weekly services in local newspaper, Arizona Daily Sun and social media. Updates and maintains website.
- Recruits pool of volunteers to assist with mailings or other tasks when needed.
- Maintains records and inventory of building keys and codes. Manage building rentals in coordination with Building and Grounds chairperson. Secure insurance for outside events as required. Inform Building and Grounds chairperson of need for repair, maintenance or replacement of equipment, structure or systems.
- Opens and distributes mail. Responds to phone calls and emails in a timely, polite, and effective manner.
- Performs ongoing creation, review and modification of office procedures.
- Completes background checks of new employees, as directed by supervisor.
- Attends supervisory meetings, staff meetings, and other meetings as scheduled in coordination with supervisor.
- Coordinates work with the Custodian.

**Competency:**

Ability to coordinate, organize, file, and communicate clearly in writing and spoken word.

**Supervisory responsibilities:**

This position supervises the day-to-day activity of the custodian and may occasionally supervises volunteers.

**Work environment:**

The work environment characteristics described here are representative but not the entirety of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is most commonly that of the interior of Beacon. Characteristics include moderate noise (i.e., office noise, music, business office with computers, phone, and printers, light traffic, conversations, and interruptions). Work takes place throughout the Beacon building, but mostly in the office. Some remote computer work is likely.

**Physical demands:**

While performing the duties of this job, employees are regularly required to walk, reach, gesture, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or use the computer and other office equipment; reach with hands and arms; walk stairs; and lift up to 20 pounds.

**Position type and expected hours of work:**

- This is a part-time, hourly position. Regular hours will be scheduled, posted and maintained, with the prior approval of the supervisor. Sick leave is provided as required by state law and as outlined in the Beacon Personnel Policies.

**Travel:**

Occasional travel might be required as part of professional education or participation in events with other UU office managers. This travel will be planned and approved ahead of time as part of the annual budget process. All travel must be approved by the supervisor in writing prior to any expenses.

**Required education and experience:**

- Education achievement equivalent to graduation from high school.
- Experience with office work and organization. Ability to recruit, train, and organize volunteers.
- Ability to establish and maintain effective working relationships with others and communicate effectively both orally and in writing.

- Knowledge of proper grammar, spelling and punctuation; alphabetical and numerical and chronological sequencing; proper telephone and email etiquette; business letter formats; and the ability to perform duties under pressure with many interruptions.
- Proficient in typing (at least 50 wpm), data entry, Microsoft Office, graphic design, and at least one year of experience with social media.
- Demonstrate a friendly, outgoing personality, collaborative and positive attitude.

**Preferred education and experience:**

- Preferred candidate is a graduate of a university with considerable experience in office supervision and management.

**Additional eligibility qualifications:**

Beacon Unitarian Universalist Congregation is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

**Other duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.