

First Parish in Dorchester
Unitarian Universalist
10 Parish Street, Dorchester, MA 02122
hiring@firstparishdorchester.org

Office Administrator

Supervisor: Minister

Reports: Custodian, Event Coordinators

Schedule: 30-35 hours/week, mid-August to mid-June; 20-25 hours/week mid-June to mid-August; schedule includes four hours on-site most Sunday mornings; 10 days PTO and all federal holidays

Rate: \$20-\$25 per hour, commensurate with experience; health benefits contribution of 80% of individual policy after 90 day probationary period; 10% retirement contribution after 1000 hours.

Job Summary

The office administrator provides administrative, clerical, communication and building use support for the minister and congregation at First Parish Dorchester (FPD), a diverse urban congregation with a large building that is used/rented by many programs and individuals.

The following duties are listed in approximate order of time commitment required for each area of responsibility:

- Gather material about programs and activities in order to design, produce and disseminate information about FPD events, activities, and news
- Manage all administrative details of the office and the building, including managing payroll for all staff, and supervision of the custodian as well as any needed contractors
- Coordinate space usage by congregants, community partners, and renters, both in terms of ensuring spaces are properly calendared to avoid conflicts and managing all aspects of event rentals (advertising, showing the space to interested parties, contracting, determining which equipment is appropriate, and supervising and scheduling event coordinators as needed)
- Act as Sunday services coordinator, preparing materials and spaces needed for worship and running the audio visual system in the sanctuary and for online broadcast (approximately 9:30am to 1:30pm most Sundays of the year)
- Maintain, update, and manage software tools and hardware, all of which combine a need to maintain key FPD information and data as well as the ability to manage the technology upon which they are based, or obtain the additional technical assistance as needed to do so
- Handle administrative work with the Unitarian Universalist Association
- Maintain and update policies and procedures related primarily to the office administrator's duties, but also including any policies and procedures supplied by the minister, staff, or lay leadership (the Handbook)

Minimum Qualifications

- Ability to work independently and with a team
- Accuracy and an eye for detail is very important
- Excellent written and oral communication skills
- Proven skills with Microsoft Word, Excel, e-mail, image editing, and maintaining databases and websites
- Experience with office equipment, procedures, and systems
- Experience with Facebook, GoogleDocs/Drive/Accounts, Breeze (CMS system), and WordPress is preferred, but not required; can be learned on the job
- Experience with audio visual systems preferred, but not required; can be learned on the job

First Parish Dorchester is committed to equal employment opportunity for all individuals, in compliance with all federal, state and local laws and without regard to race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability or any other protected classification.

Revised March 2024